

AGENDA

Saline County Library Board of Trustees

7/19/2021 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 6/21/21 special board meeting
- IV. Financial Reports
 - a. Income and Expense Reports
- V. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Circulation Report & Website Statistics
 - d. Library Management Team Reports
- VI. Old Business
 - a. Pay Scale Adjustment for January 2021 Mandated Minimum Wage Increase
 - b. Compensation Policy
- VII. New Business
 - a. Report from Legislative Audit 2019
 - b. Credit Card Resolution
 - c. Bylaws Change
 - d. RFP for Website Design
 - e. Emergency Connectivity Grant Application
 - f. Remodel Quote
 - g. Draft 2022 Budget

VIII. Adjourn

Next regular board meeting 9/20/21 at 3:30 p.m.

Board Meeting Minutes

June 21, 2021

Attendees:

Caroline Miller Robinson, Board Chair
Marian Douglas, Board Member
Allison Nolley, Board Member
Patty Hector, Director

Janine Miller, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator
Sarah Beth Lesko, Youth Services Manager

Excused:

Lindsay Jordan, Board Member

I. Call to Order

Miller-Robinson called the meeting to order at 4:08 PM.

II. Announcements

Hector shared that Alan Robinette will be starting 6/28/2021 as the new Community Librarian, replacing Alissa Turner.

III. Minutes from the 5/17/2021 board meeting

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

IV. Financial Reports

a. Income and Expense Reports

This was a correction from the 5/17/2021 meeting. Per Hector and Miller-Robinson this did not need approval.

b. Tax Receipts

This was for informational purposes only, per Hector and Miller-Robinson.

V. Discussion Items

a. Director's Report

Included in packet.

VI. Unfinished Business

a. Outdoor Learning Center Proposal

Nolley moved to accept the proposal of the outdoor learning center with the correction for \$500.00 to be added to the ARPA grant funds. Douglas seconded the motion which passed unanimously.

VII. New Business

a. Board Member Recommendation

Miller-Robinson made the recommendation to go with Laine Holleran.

b. Recommendation for Market Pay Study

Phipps recommended a wage scale analysis be completed through the Johanson Group to accurately represent proper pay scales for all employees. Douglas moved to employ the Johanson Group to do the review of our compensation policy. Miller-Robinson and Nolley seconded, which passed unanimously.

c. Website Accessibility Statement

Douglas moved to approve the website accessibility statement written by Hector. Miller-Robinson and Nolley seconded, which passed unanimously.

d. IMLS ARPA Grant Application

Nolley motioned to accept Hector's request for the ARPA Grant. Douglas seconded the motion, which passed unanimously.

e. Contract for Website

To be discussed at next Board Meeting 7/21/2021

f. Scholarship Application – Robinette

Douglas moved to accept the Scholarship Application for Alan Robinette. Nolley seconded the motion which passed unanimously.

VIII. Miller-Robinson adjourned the meeting at 4:58 PM.

Submitted by,

Heather Phipps
HR Manager
Board Secretary

Saline County Library

Income & Expense Report

January - June, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	1,971,486.59		-1,971,486.59	
4200 State Aid	56,389.32		-56,389.32	
4255 Advertising Income	2,481.09		-2,481.09	
4310 Book Sale	5,547.13		-5,547.13	
4330 Copies/Printing	2,463.98		-2,463.98	
4340 Damage	333.02		-333.02	
4350 Fines / Fees	1,205.57		-1,205.57	
4365 Fundraising	183.32		-183.32	
4370 Gifts/Memorials	203.00		-203.00	
4410 Interest Income	7,443.30		-7,443.30	
4420 Lost Item	1,568.21		-1,568.21	
4450 Out of County Card	57.75		-57.75	
4460 Refund	23,883.43		-23,883.43	
4470 Replacement Card	75.47		-75.47	
Total Revenue	\$2,073,321.18	\$0.00	\$ -2,073,321.18	0.00%
GROSS PROFIT	\$2,073,321.18	\$0.00	\$ -2,073,321.18	0.00%
Expenditures				
6560 Payroll Expenses	0.00		0.00	
0100 Wages	702,384.45	1,666,797.59	964,413.14	57.86 %
0600 Taxes (Fed, AR, SUTA)	50,816.89	132,000.00	81,183.11	61.50 %
0800 Retirement	103,640.20	246,000.00	142,359.80	57.87 %
0900 Insurance Benefits	106,429.92	228,000.00	121,570.08	53.32 %
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	513.50	1,000.00	486.50	48.65 %
Company Contributions	0.00		0.00	
Total 6560 Payroll Expenses	963,784.96	2,279,797.59	1,316,012.63	57.72 %
6700 Supplies				
1600 Printing	3,657.43	10,000.00	6,342.57	63.43 %
3300 Service Contracts	57,519.49	105,000.00	47,480.51	45.22 %
67-1700 General Office Supplies	6,753.78	30,000.00	23,246.22	77.49 %
67-2000 Janitorial Supplies	1,128.13	8,000.00	6,871.87	85.90 %
Total 6700 Supplies	69,058.83	153,000.00	83,941.17	54.86 %
68-5000 Postage	2,703.08	12,000.00	9,296.92	77.47 %
6800 Professional Services	8,840.20	15,000.00	6,159.80	41.07 %
6900 Communications	20,625.38	30,000.00	9,374.62	31.25 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	521.77	3,000.00	2,478.23	82.61 %
70-5200 Fuel for Personal Vehicle Use	5.46	1,000.00	994.54	99.45 %
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
Total 7000 Transportation	527.23	5,000.00	4,472.77	89.46 %
7050 Advertising	6,443.61	25,000.00	18,556.39	74.23 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
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	32,074.86	75,000.00	42,925.14	57.23 %
6200 Gas	8,028.81	15,000.00	6,971.19	46.47 %
6300 Water	1,858.42	5,000.00	3,141.58	62.83 %
6400 Waste Disposal	3,818.36	6,000.00	2,181.64	36.36 %
Total 72-6000 Utilities	45,780.45	101,000.00	55,219.55	54.67 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	2,446.80	40,000.00	37,553.20	93.88 %
73-6600 Machinery and Equipment	1,259.43	40,000.00	38,740.57	96.85 %
Total 7300 Repairs and Maintenance	3,706.23	80,000.00	76,293.77	95.37 %
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	32,186.21	55,000.00	22,813.79	41.48 %
Total 7400 Miscellaneous	34,117.16	63,000.00	28,882.84	45.85 %
8500-1 All Programming	36,386.63	90,000.00	53,613.37	59.57 %
8700 Staff Development	8,595.19	12,546.19	3,951.00	31.49 %
8752 Fundraising Expenses	858.71	1,000.00	141.29	14.13 %
8800 Books/Magazines/Video/Audio	209,789.54	550,000.00	340,210.46	61.86 %
G2019 Grant 2019	28,129.69		-28,129.69	
Total Expenditures	\$1,441,480.20	\$3,436,343.78	\$1,994,863.58	58.05 %
NET OPERATING REVENUE	\$631,840.98	\$ -3,436,343.78	\$ -4,068,184.76	118.39 %
Other Expenditures				
9100 Building and Furnishings	3,375.17	100,000.00	96,624.83	96.62 %
9300 Machinery and Equipment	8,840.24	40,000.00	31,159.76	77.90 %
9500 Other Miscellaneous Expenditure		89,552.36	89,552.36	100.00 %
Total Other Expenditures	\$12,215.41	\$229,552.36	\$217,336.95	94.68 %
NET OTHER REVENUE	\$ -12,215.41	\$ -229,552.36	\$ -217,336.95	94.68 %
NET REVENUE	\$619,625.57	\$ -3,665,896.14	\$ -4,285,521.71	116.90 %

Library Management Team Report

Director

June-July 2021

Emergency Connectivity Fund

The library has access to another pot of ARPA money through USAC (Universal Services Administrative Co.—the entity that handles e-rate for schools and libraries). The fund will reimburse reasonable costs of eligible equipment such as Wi-Fi hotspots, modems, routers, devices that combine a modem and router, connected devices, and eligible broadband connections to provide off-site broadband service and connected devices to students, staff, and patrons who would otherwise lack access during the COVID-19 health emergency.

Our plan is to provide routers for internet access at key points in the county. Rob and I met with Judge Arey to talk about places that might be interested in partnering with us. Traskwood, Haskell and Avila have community centers. Crows and Shaw have rural fire departments. He also suggested talking to the mayors or school superintendents in Shannon Hills and Alexander. We're hoping the ICANN in East End will want to extend their wi-fi into the park next door. The grant opened June 29 and runs through Aug. 3.

HVAC Problems

Rob, Billy Jack and I met with Glen Irvin from Harrison to talk about the equipment that needs to be upgraded on the HVAC system in Benton. We knew this was coming. The controllers are obsolete and have to be replaced. Fortunately, Harrison is part of a purchasing cooperative and we should be able to handle the upgrade through it.

Staffing Changes

I'm sad/happy to announce that Library Manager Janine Miller is taking on a new role at the Arkansas State Library. We'll miss her, but it is such a great opportunity for her that we can't but be happy. Plus, she'll be developing a training program for Friends of the Library and we're hoping she'll come visit us!

We opened the library manager position internally because we have seen some phenomenal growth in our staff and knew we had great candidates. Leigh Espey has accepted the position and will be starting at Benton on August 2.

Saline County Career & Technical Education Center

Kari, Janine and I met with Scott Kuttenkuler from the CTE to see what kinds of projects we can partner with them on. He was excite to see everything the library does and was

interested in having either a book locker or kiosk. We will give the students digipasses and share information between our organizations. We will be able to take a tour soon.

Advocates for All Arkansas Libraries

AAAL was able to raise enough money to hire the lobbyists to go after some state ARPA for public libraries. We're asking for 12 million. We voted to take 15% off the top (if we get it) to go to our statewide digital consortium. The money would be distributed according to the same formula that the State Library used for the IMLS ARPA funds. We are asking for library advocates like board members and Friends groups to call or write their legislators and ask them to support our request. I have a sample letter for this purpose.

Mid-Year Evaluations

Managers are almost finished with mid-year evaluations. They have been turned in and approved and managers are finishing up meeting with each staff person.

Market Study

We heard from the Johanson Group that the market study will be finished in late August. They are gathering data from similar sized libraries.

Submitted by,

Patty Hector

Saline County Library

Material Type	2019	2020	2021	Difference	%
Adult					
Books and audiobooks	10,097	1,830	5,077	3,247	
eBooks	6,727	7,960	9,074	1,114	12%
eAudiobooks	3,037	3,546	4,333	787	18%
eMagazines		249	412	163	40%
DVDs	10,045	980	2,735	1,755	64%
Music	233	34	61	27	44%
Videogames	738	61	295	234	79%
Boardgames	17	13	3	10	-333%
Library of Things (equipment, hot spots, cakepans, etc)	97	5	132	127	96%
Kanopy (streaming films)		389	505	116	23%
Freegal (streaming music)	552	846	1,146	300	26%
Hoopla (downloadable books, movies & music)		231	775	544	70%
Subtotal	31,543	16,144	24,548	8,404	34%
Children's & Teen					
Books and audiobooks	11,710	1,659	6,636	4,977	75%
Total	43,253	17,803	31,184	13,381	43%

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	10,694	3,280	6,843	3,563	52%
eBooks	6,694	7,662	7,820	158	2%
eAudiobooks	3,300	3,409	4,328	919	21%
eMagazines	0	255	450	195	43%
DVDs	11,487	1,652	4,026	2,374	59%
Music	203	24	31	7	23%
Videogames	1,002	160	495	335	68%
Boardgames	25	20	18	2	-11%
Library of Things (equipment, hot spots, cakepans, etc)	79	28	197	169	86%
Kanopy (streaming films)	0	207	564	357	63%
Freegal (streaming music)	1,934	1,609	1,103	506	-46%
Hoopla (downloadable books, movies & music)	0	274	762	488	64%
Subtotal	35,418	18,580	26,637	8,057	30%
Children's & Teen					
Books and audiobooks	17,843	2,860	12,835	9,975	78%
Total	53,261	21,440	39,472	18,032	46%

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Saline County Library Website Statistics 2020

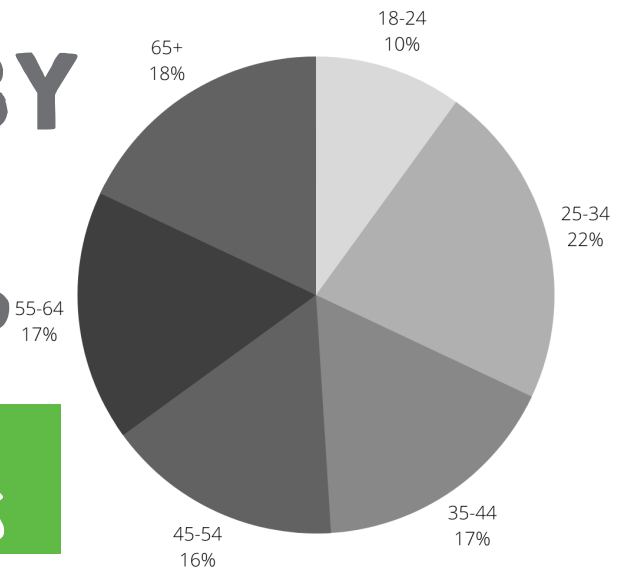
850,943
WEBSITE
VISITS

69,085
NEW VISITORS

TOP 5 CITIES

BENTON - 22,899
BRYANT - 10,238
DALLAS - 9,018
LITTLE ROCK - 7,924
MEMPHIS - 4,144

VISITS BY AGE GROUP



AVERAGE TIME **1 MINUTE**
ON WEBSITE **10 SECONDS**

HOW DID THEY GET TO OUR WEBSITE?

DIRECT - 51%
SEARCH - 35%
REFERRAL - 8%
SOCIAL - 4%

* Direct = entering our URL
Search = Google, etc.
Referral = Beanstack, Ovedrdrive, etc.
Social = Facebook, Twitter, etc.

23,777
RETURNING VISITORS

APP VISITS

22,869 SINCE
NOV. 2019
1,089 MONTHLY
ON AVERAGE

TOP 5 PAGES

- 1) CATALOG
- 2) RESOURCES
- 3) CALENDAR
- 4) BOOKSTORE
- 5) DOWNLOADS

Library Management Team Report
Building Operations
July 2021

IT Department: May and June were primarily spent maintaining the network and ensuring that all staff encountered as few IT issues as possible. Kyle has done a fantastic job at addressing issues as they arise and finding solutions as quickly as possible. I spent a good amount of time getting the lockers at East End up and running on a stable network connection and I am happy to report that they have been a success. I have not seen any outages at the lockers since the first week they were brought online.

Maintenance Department: Maintenance and Housekeeping have been working very hard to keep the library presentable to patrons and staff. Billy did an excellent job in overseeing the replacement of some plumbing that caused a leak which was costing us a significant amount on our water bill. Thanks to him, the leak was found and repaired in as timely a fashion as it could be. Rhonda has been doing an excellent job of keeping our building clean and presentable.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Branch

July 2021

Patrons and staff are enjoying being fully open to the public again. It is worrisome that COVID cases are rising again, but we are here to serve the patrons of Saline County, so it is nice being able to fully do that again.

The Seed library is doing very well! Anna Wagnon has created a well organized system for filling orders. We have had great patron feedback, and each month we add new members. Three of our Seed Library users have donated seeds back to the program!

Patrons are very appreciative of our notary services. At the Branch, we have completed 150 notary requests since reopening in May.

Submitted by,

Leigh Espey
Branch Manager

Library Management Team Report Community Engagement Department July 2021

Friends Father's Day Gift Bags

We sold 71 Father's Day gift bags. Which was SOLD OUT. We put an email out and went from 25 to sold out in just 3 hours. Of those only 6 did not pick up. Those patrons have been put on a "no show" list for the future. In the end of July, we will sell Back to School bags. The Friends will be helping out a great deal with those.

Summer Reading

Adult programs have been going FANTASTIC. DIY Adventures runs out of kits in just 3 days so we had to improvise and create two extra projects so that we did not have empty tables for June and July. Our facebook video reach has almost doubled in most cases. We have done a couple off site programs. Jackbox Game Night at Lost Pizza was our first. We have some kinks we will work out for next time but we had three tables play our games and it was a fun time. BINGO is steadily growing more and more popular.

Outreach

Becky is out on leave after having surgery. She is recovering but we do not know when she will be back yet. In the meantime, Alan is taking over a good chunk of her programs and outreach. Mason is helping with Homebound. Public Services is also doing a great deal of help on both of those areas.

Marketing

Jordan had been asked to do a virtual presentation at the October ArLA Conference on Press Releases in the Library. Shoutout and thanks to the IT department for getting a TV mounted over the community area. Next up we will add shelves in the space and put our awards on display.

We are working on LCSUM now and have just 4 weeks to nail down all the sponsors, participants, marketing materials and get them out. This year, we will also try to raise funds for our Nature Learning Center.

July 7th was my first official day as Bryant Rotary Club President. I will serve a one year term. I look forward to promoting the library as much as I can for the community while in that role.

Submitted by,
Kari Lapp
Community Engagement Manager

Library Management Team Report

Library Manager

July 2021

Bryant 101

It has been an awesome experience participating in Bryant 101, as learning should be fun. So far, my classmates and I have learned about Human Resources, City Finance 101, Planning and Community Development, Bryant Fire Department, Bryant Police Department, & Water Distribution/Waste Water. This week is our last class with Government Night. One of my favorites was with Fire Chief J.P. Jordan and how he and his team made learning about what they do amazing. This is a very informative program that has helped to build some great community partners, as well as the latest happenings in the community. This initiative from Mayor Scott & Dana Poindexter is something everyone should experience learning what each department does beyond the surface.

Meetings

Recently had the opportunity to continue doing a few more key influencer interviews for the 2022-2025 Strategic Plan with Ryan Ingold and Representative Richard McGrew. Ryan is the pastor of Crosspointe Church with a big vision for the Bryant community with their Crosspointe Park gift to the community project which will offer a community amphitheater, pavilions, food trucks, and green space on Reynolds Road. We talked about how the library could potentially fit within this vision in the future, as he and Dr. Karen Walters with Bryant School District have had extensive conversations. Patty & I recently met with Representative Richard McGrew who has dual representation of Garland & Saline County. His focus in Saline County is primarily the Hot Springs Village and Paron community. This was his first visit to the Saline County Library, and he was absolutely amazed at all that we have to offer and how he can help the library in the future. I sat in a meeting facilitated by Kari & Patty with Scott Kuttenkuler. He also was amazed at everything the library has to offer and how to partner with the library in the future with the incoming 512 students at the CTE center next month.

My News

A seed was planted when I was 5 years old and has grown throughout my lifetime where I have gotten to work alongside some of the best librarians I've ever met. Some degreed, some not. 20 years of experience in various management/leadership opportunities and 13.5 years working in public libraries have led to this moment. I have been afforded the opportunity to serve as the Library Coordinator for the Arkansas State Library, merging the two things I am passionate about together, libraries and education. In this role, I will be developing a continuing education program to serve public library staff throughout the State of Arkansas, and providing consultation and development services to Friends groups throughout the state. I thank Patty for the opportunity to be the Library Manager here at Saline County Library for the past 2 years. Although I will be leaving the Saline County Library, I will still be in the library world, as well as a patron. I wish all of my coworkers and colleagues the best and look forward to all they will bring forward in the future.

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

Library Management Team Report

Public Services

July 2021

Circulation Statistics

The Public Services team has been busy with Summer Reading and the increase of foot traffic. Our circulation statistics are gradually increasing. In May, almost 500 computers were used, 984 reference questions were answered, and 6084 patrons came into the library. Within June, 640 computers were used, 1388 reference questions were answered, and 9562 patrons entered the library.

Passports

We are excited to have our facility recertified and have started passports this month. We have 11 active agents in Benton and are quickly getting back into the routine of this process.

Staff Changes

It saddens me to announce that Susan Bondurant has retired. Susan has brought our patrons and us great joy during the past 10 ½ years she's been here. Lucy Griffin will be leaving in August and attending Brigham Young University. Lastly, Jordan Ford will now be the 5th Grade Math & Science Teacher at eStem Public Charter School, but will be staying on as a seasonal employee. We will miss these three employees dearly.

Taylor Morrissey started in June as our new part-time Library Assistant. Layla Patrick started in July as our new Shelver. Both are amazing employees and great assets to our library.

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

Library Management Team Report

Youth Services

July 2021

Registration for the summer reading program has exceeded our expectations. Below are the registration totals by age group.

Ages 0-5: 222

Ages 6-12: 573

Ages 13-18: 143

This summer, patrons were able to register in person and virtually through the Beanstack software. Most programs were offered through Discord, Zoom, or recorded videos on Facebook. Our most popular programs this summer have been Art Zoom, average attendance of 17, and Drive-in Storytime, average attendance of 18. We have also been offering many passive activities for children to do while in the library: an interactive mural, guessing jar, bookmark design contest, and a scavenger hunt.

We are currently fundraising for our Nature Play Space. People in the community have the option to purchase an engraved brick paver for \$150 or sponsor a play feature for \$2,000. We are also brainstorming additional ways for people to contribute smaller amounts. Groundbreaking is scheduled for September.

In August we are planning a few outside, in-person programs: Bingo for Books, Kindness Rocks Paint Party and a Teddy Bear Picnic. Beginning in September, we are planning to do a few weekly virtual programs and a limited number of registration-only, in-person programs if they can be done safely.

Submitted by,

Sarah Beth Lesko,
Youth Services Manager

Arkansas



Sen. Ronald Caldwell
Senate Chair
Sen. Gary Stubblefield
Senate Vice Chair

Rep. Richard Womack
House Chair
Rep. Nelda Speaks
House Vice Chair

Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

MANAGEMENT LETTER

Saline County, Arkansas Officials and Quorum Court Members
Legislative Joint Auditing Committee

The commentary contained in this letter relates to the following officials who held office during 2019:

County Judge: Jeff Arey
Treasurer: Larry Davis
Sheriff: Rodney Wright
Tax Collector: Joy Ballard
County Clerk: Doug Curtis
Circuit Clerk: Myka Bono-Sample
Assessor: Bob Ramsey
County Librarian: Patty Hector
District Court Clerk: Leah Redmon
Airport Commission Chairman: Brandon Guillot

We would like to communicate the following item that came to our attention during this audit. The purpose of such comment is to provide constructive feedback and guidance, in an effort to assist management to maintain a satisfactory level of compliance with the state constitution, laws and regulations, and to improve internal control. This matter was discussed previously with County officials during the course of our audit fieldwork and at the exit conference.

District Court Clerk

The District Court Clerk was unable to identify \$70,192 remaining in the bank account with receipts issued but not yet adjudicated and the payments made on all unpaid individual time pay accounts, as required by Ark. Code Ann. § 16-10-209. A similar finding was in the prior four reports dating back to 2015.

This letter is intended solely for the information and use of the Legislative Joint Auditing Committee, the Quorum Court and County management, and other parties as required by Arkansas Code, and is not intended to be and should not be used by anyone other than these specified parties. However, pursuant to Ark. Code Ann. § 10-4-417, all reports presented to the Legislative Joint Auditing Committee are matters of public record and distribution is not limited.

ARKANSAS LEGISLATIVE AUDIT

Handwritten signature of Marti Steel in cursive.

Marti Steel, CPA
Deputy Legislative Auditor

Little Rock, Arkansas
March 29, 2021



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

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

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on July 19, 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
Leigh Espey, Library Manager	\$5000
Janine Miller, Library Manager	\$5000
Kari Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$2500
Billy Jack Osborne, Maintenance Coordinator	\$500

Please close the credit account for Janine Miller.

Signed,

Caroline Miller-Robinson
Chair, Library Board of Directors

Bylaws of the Saline County Library Board of Trustees

Article I- Name and Authorization

This organization shall be called "The Board of Trustees of the Saline County Library," existing by virtue of the provision of library laws of Arkansas, and exercising the powers and authority and assuming the responsibilities delegated to it under the said laws.

Article II- Meetings

The Library Board shall meet every other month, the date and hour to be set by the board. Meetings may be conducted via teleconference or videoconference in accordance with Robert's Rules of Order regarding electronic meetings.

Special meetings may be called by the chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III- Officers

Board officers shall be as follows: Chairman, vice-chairman and secretary. The librarian shall serve as secretary of the board or designate a staff member. All other **trustees** ~~officers~~ shall be appointed by the County Judge through recommendation by the board. **The Board shall consist of seven (7) members.** Each **trustee** ~~officer~~ shall serve a term of 5 years in such office, and may ~~be~~ serve only 2 consecutive terms. **Board members must reside in Saline County.**

The board chairman shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chairman, the vice-chairman shall perform all duties authorized for the chairman.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices of all proceedings of

the board meetings; issue notices of all special meetings; and have custody of the minutes and the other records of the board.

Article IV – Committees

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed.

Article V – Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

If board member misses three consecutive meetings, the position of board member will automatically be opened for reappointment.

Article VI – Library Director

The library director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review.

The library director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget.

The library director shall keep exact accounts of all moneys received or expended, and shall report on such receipts and expenditures at each regular meeting of the board.

The library director shall perform the duties of secretary of the library board or designate a staff member to do so, and shall attend all board meetings except when her or his employment or salary is to be discussed.

An agenda for each regular meeting of the board of the library trustees shall be prepared by the library director preceding such meeting, at the discretion of the trustees.

Article VII – Order of Business

The order of business at the regular meetings shall be as follows:

- Roll Call
- Approval of previous meeting's minutes
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New business
- Adjournment

Article VIII – Amendments

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was mailed to the members at least three days before the meeting.

Revised 7/195/2021

Quotation No. Q41014A



LIBRARY INTERIORS OF TEXAS, LLC
3503 Wild Cherry Drive, Ste 4
Lakeway, TX 78738-1822
P: 888-689-5489 (LITX)
F: 888-690-5489 (LITX)

Issued By: Bob Williams
 281-513-6423
robert@li-tx.com

Library Interiors - TX Project ID:

Date: 6/18/2021

Contract #: 19/033MJ-16

Bill-to: Saline County Library
 1800 Smithers Rd.
 Benton, AR 72015

Ship-to: Saline County Library
 1800 Smithers Rd.
 Benton, AR 72015

Terms Net 30 Days

Contact: Patty Hector
Phone: 501-778-4766 Ext 1001
pattyh@salinecountylibrary.org

Contact: Patty Hector
Phone: 501-778-4766 Ext 1001
pattyh@salinecountylibrary.org

Item #	Colors/Finishes	Quantity	Part#	Description	Unit List	Ext List	Disc	Unit Net	Ext Net
Choice Partners - Instructional Furniture Contract Number 19/033MJ-16					\$	\$	%	\$	\$
1	Top - Ocean. Edge band - HPL Ocean. Legs - maple clear.	1	MMTROLWD.0036 20.	Worden Mix and Match Round 36" diameter x 20" height Toddler Table. CHILDREN'S AREA	1,235.00	1,235.00	40%	741.00	741.00
2	Island Blue Seat/Back. Legs - maple clear.	4	MMCS2WD.12.OC	Worden Mix and Match Side Chair. Square Back. CHILDREN'S AREA	555.00	2,220.00	40%	333.00	1,332.00
3	TBD	4	3607M	OFS GENUS Mid-Back Task Chair. Mesh back. Fabric Seat. Casters. TWEEN AREA	917.00	3,668.00	35%	596.05	2,384.20
4	TBD	14	5901	HPFI Accompany Lounge Chair. Grade 9 Fabric. 1ST FLOOR	3,011.00	42,154.00	44%	1,686.16	23,606.24
5	TBD	10	A7230R-HPL-ANC	OFS Applause Flip and Nesting Table. 72" x 30" HPL Top. MEETING ROOM	1,855.00	18,550.00	35%	1,205.75	12,057.50
6	TBD	50	38011	OFS GENUS. High Density Stacking Chair. Chrome Frame. Clear Nylon Glides. Poly Seat and Back. MEETING ROOM	271.00	13,550.00	35%	176.15	8,807.50
7	Black	2	DL8	OFS Dolly for GENUS Chair. Stacks 25 chairs per dolly. MEETING ROOM	407.00	814.00	35%	264.55	529.10
								Product Total:	49,457.54
								Freight:	5,440.33
								Installation:	7,418.63
								Total, supplied, delivered, and installed:	\$62,316.50

Note - Quotation is valid for 30 days from date of issue.



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



2022 Draft Budget

Item #	Budget Classification	2021	2022	Notes
	Personnel Budget			
	Salaries			
	Full-time Salaries	\$1,405,111.63		
	Part time Salaries	\$199,228.68		
	Total Salaries	\$1,604,340.31		
	Benefits			
200				
600	Payroll Taxes	\$132,000.00		Soc Sec Match (?) & Unemployment (?) 47 over 7,000
800	Noncontributory retirement (14.5%)	\$246,000.00		
900	Healthcare	\$228,000.00		
1000	Worker's Comp	\$6,000.00		
1200	Other Fringe Benefits	\$1,000.00		
	Total Benefits	\$613,000.00		
	Total Personnel Budget	\$2,217,340.31	\$0.00	
	Other Services and Charges			
	Supplies			
1600	Printing	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	
3300	Service Contracts	\$105,000.00	\$126,000.00	Added some new services
	Professional Services			
4500	Engineering and Architectural	\$0.00	\$5,000.00	
4800	Other Professional Services	\$15,000.00	\$15,000.00	
4900	Telephone/Internet	\$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	\$12,000.00	\$12,000.00	passports, books-by-mail and ILL

2022 Draft Budget

	Transportation			
2500	Fuel for Vehicle Use	\$3,000.00	\$3,000.00	
5200	Mileage Reimbursement	\$1,000.00	\$2,000.00	
5300	Travel (airline and rental car, etc)	\$1,000.00	\$5,000.00	
	Advertising and Marketing			
5500	Advertising and Marketing	\$25,000.00	\$25,000.00	
	Insurance			
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	
	Utilities			
6100	Electricity	\$75,000.00	\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00	
6300	Water	\$5,000.00	\$6,000.00	
6400	Waste Disposal	\$6,000.00	\$6,000.00	
	Repairs and Maintenance			
6500	Building and Improvements	\$40,000.00	\$40,000.00	energy assessment improvements
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	
	Miscellaneous			
7900	Meals and Lodging	\$1,000.00	\$3,000.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	
8600	Computer Software	\$55,000.00	\$60,000.00	
8700	Staff Development	\$6,000.00	\$5,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00	
	Materials			
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	
9100	Building and Furniture	\$100,000.00	\$100,000.00	furniture for meeting room, patron seating

2022 Draft Budget

9300	Machinery and Equipment	\$40,000.00	\$40,000.00	
G2019				
9500	Miscellaneous (not earmarked)	\$96,098.55		
	Total Other Services and Charges	\$1,386,098.55	\$1,328,000.00	
	Total Budget	\$3,603,438.86	\$1,328,000.00	
	Estimated Income			
	Millage*	\$3,167,386.00	\$3,300,000.00	
	State Aid	\$119,215.31	\$119,215.00	
	Fines, Fees, and Copies	\$5,000.00	\$5,000.00	
	Interest	\$20,000.00	\$20,000.00	
	Rollover/Reserves**	\$250,000.00	\$200,000.00	
	Passports	\$5,000.00	\$7,500.00	
	Book Sales	\$10,000.00	\$10,000.00	
	Fundraising	\$0.00		
	Projected Revenue	\$3,576,601.31	\$3,661,715.00	

*previous year's tax receipts are used

** actual amount used once it is known

2022 Draft Budget

3300 Service Contracts Breakout

Category	2021
Adams Pest Control	\$1,048.00
American Fire Protection	\$625.00
BCI (Unitrends)*	\$1,100.00
BCI (Unitrends)	\$10,650.00
Datamax - copiers & printers	\$31,700.00
Website	\$1,500.00
Harrison Energy Partners	\$17,144.00
Johnson Controls (Tyco) - security	\$3,601.00
Kone - Elevator	\$2,460.00
Lineage	\$340.00
Jones Heat and Air	\$1,079.00
Promas**	\$7,736.00
Ragan Safe & Vault - cameras	\$1,300.00
Service Master Clean - Benton	\$9,000.00
Service Master Clean - Bryant	\$8,592.00
Tech Logic - RFID & Self-check	\$4,000.00
Terry's Window Cleaning	\$2,500.00
ACDI - papercut printing for public	\$558.56
Ingram Library Services	\$300.00
B&T - lease books	\$1,495.00
Amazon	\$107.00
Survey Monkey	\$300.00
Records Imaging Systems	\$2,700.00
Wave Video Making & Hosting	\$569.00
Discovery Layer for Catalog	\$15,000.00
Total	\$125,404.56

Should go down in Sept.

*3-year agreement for cloud retention and file level backup mgt

**3-year contract paid upfront for Aerohive and Sonic Wall

2022 Draft Budget

Repairs and Maintenance Breakout

6500 Building & Improvements	2022
AC Unit for Bryant	\$6,500.00
Total	\$6,500.00

6600 Machinery & Equipment	2022
Total	\$0.00

2022 Draft Budget

8500 Programming Breakout

Category	2022
Youth Services	\$40,000.00
Community Engagement	\$25,000.00
Makerspace	\$25,000.00
Total	\$90,000.00

Makerspace Breakdown	Amount	Notes
Grab & Go Kits: Non-circulating, passive, all-ages programming that promotes the Makerspace	\$7,240	Craft supplies, disposable containers and bags
New Equipment that stays in the Makerspace for programming and patron use	\$200	
Injet Printable Transfer Paper (4 sample packs)	\$60	
Ink	\$500	
Equipment Maintenance	\$1,000	Money for repairs, upkeep, or replacement
Supplies	\$7,000	Restocking basic supplies to have on hand for programming needs and patron use during Makerspace hours
Makerspace Kits: Circulating tools, specialty crafting and hobby equipment	\$9,000	Creation of new kits and maintenance of existing kits
Total	\$25,000	

2022 Draft Budget

8600 Computer Software Breakout

Category	2022
Bamboo HR Software - yearly	\$4,243.00
Adobe	\$2,500.00
Computype	\$1,050.00
Envisionware Cloud Nine	\$738.00
Envionsionware Central Mgmt	\$1,015.00
Faronics (Deep Freeze)	\$630.00
Getty Images - marketing	\$1,999.00
Intuit (Quickbooks)	\$1,200.00
Productive Corp. (Sophos) - IT security	\$532.00
Wufoo - Forms	\$375.00
Papercut (Datamax)	\$4,660.00
Beanstack (SRP and other programming)	\$2,990.00
LibraryCalendar	\$4,500.00
PatronPoint	\$11,000.00
Niche Academy	\$4,200.00
Zoom	\$180.00
Flipbook for library magazine	\$1,070.00
Streamyard - virtual programming	\$300.00
Microsoft Office 365 (through Promas)	\$7,500.00
Total	\$50,682.00

2021 Draft Budget

8800 Materials Breakout

Category	2020	2021	2022
Benton Adult Audio	\$12,000	\$14,000	\$14,000.00
Benton Adult Books	\$50,000	\$39,000	\$38,000.00
Benton LP	\$24,000	\$20,000	\$20,000.00
Benton Adult CD	\$1,000	\$0	\$0.00
Benton Adult Video	\$60,000	\$48,000	\$42,000.00
Benton Children Audio	\$3,000	\$5,000	\$5,000.00
Benton Children Books	\$40,000	\$32,000	\$32,000.00
Benton Children Video	\$14,500	\$12,000	\$12,000.00
Benton Tablets	\$500	\$3,000	\$5,000.00
Benton Young Adult Audio	\$2,000	\$2,000	\$2,000.00
Benton Young Adult Books	\$6,000	\$6,000	\$6,000.00
Bryant Adult Audio	\$4,000	\$5,000	\$5,000.00
Bryant Adult Books	\$22,000	\$19,000	\$20,000.00
Bryant LP	\$10,000	\$10,000	\$10,000.00
Bryant Adult Video	\$24,000	\$15,000	\$15,000.00
Bryant Tablets	\$500	\$3,000	\$4,000.00
Bryant Children Audio	\$1,000	\$2,000	\$3,000.00
Bryant Children Books	\$10,000	\$9,000	\$10,000.00
Bryant Children Video	\$7,000	\$6,000	\$5,000.00
Bryant Young Adult Audio	\$500	\$500	\$500.00
Bryant Young Adult Books	\$4,000	\$4,000	\$4,000.00
Digital	\$106,000	\$142,000	\$153,000.00
Spanish		\$6,000	\$2,000.00
Video Games	\$11,500	\$12,000	\$14,000.00
Board Games	\$0	\$0	\$0.00
RP	\$500	\$500	\$500.00
New Collections	\$4,000	\$4,000	\$5,000.00
Arkansas Room Books	\$5,000	\$5,000	\$5,000.00
Databases	\$95,000	\$80,000	\$80,000.00
Personal Purchase	\$0	\$0	\$0.00

new line items

Entertainment equipment	\$5,000	\$16,000	\$8,000.00
OCLC	\$27,000	\$30,000	\$30,000.00

TOTAL **\$550,000** **\$550,000** **\$550,000**

Digital Breakdown	
Kanopy	\$ 20,000.00
Freegal	\$ 10,000.00
Hoopla	\$ 22,000.00
Overdrive	\$ 101,000.00
	\$ 153,000.00

Database Breakdown	
A - Z	\$ 2,625.00
Brainfuse	\$ 12,000.00
Lynda.com	\$ 15,000.00
Newsbank	\$ 17,096.00
Fold3	\$ 4,315.00
Ancestry	\$ 2,097.00
Sanbourn Maps	\$ 1,298.00
Chilton's	\$ 4,828.00
Gale ebooks	\$ 641.00
Ebsco	\$ 11,663.00
Creative Bug	\$ 3,187.00
RBDigital	\$ 2,000.00
Heritage Quest	
NY Times	?
	\$ 76,750.00

Genealogy, Obit, Newspapers

Law Depot

Traveler Database

Small Engine Repair, LibraryAware, Consumer Reports

2022 Draft Budget

Capital Outlays Breakout

9100 Building and Furniture	2022	
Flooring and Painting		waiting on quote
Office Chair replacements	\$ 2,000.00	
Total	\$ 2,000.00	

9300 Machinery and Equipment Total:	2022	
Replace computers	\$10,000.00	
Security cameras	\$5,000.00	
Total	\$15,000.00	

2022 Draft Budget

Conference Attendance Breakout

Category	2022
5300 Travel (airline and rental car, etc.)	\$0.00
7900 Meals & Lodging	\$0.00
7300 Dues & Memberships	\$0.00
8700 Staff Development	\$0.00
Total	\$0.00

Conference	# of Attendees	Conf Fee	Total Conf Fee	Membership Fee	Total Membership Fee	Travel	Total Travel	Meals	Total Meals	Lodging	Total Lodging	TOTAL
Arkansas Library Association (ArLA)	3		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
	2		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
NAEYC Late Fall 2022	2		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00