

AGENDA

**Saline County Library Board of Trustees
1/27/2020 | 3:30 pm
1800 Smithers, Benton, AR**

- I. Call to Order
- II. Announcements
- III. Minutes from the 11/18/19 board meeting
- IV. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
- V. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Library Management Team Reports
- VI. Old Business
 - a. 2020 Budget Revised
- VII. New Business
 - a. Library Deletions
 - b. Review of Mid-Ark Regional Library Audit Review
 - c. Benton Building Furniture Quote
 - d. Recommendation: Purchase SHRM Employee Handbook Builder
 - e. Update to Public Access and Internet Acceptable Use Policy
 - f. Update to Behavior Policy
 - g. AT&T Easement on Benton Property
- VIII. Adjourn

Next regular board meeting 3/16/2020 at 3:30 p.m.

Special Board Meeting Minutes

November 18, 2019

In attendance:

Susan Benzick, Board Chair
Marian Douglas, Board Member
Lindsay Jordan, Board Member
Caroline Miller Robinson, Board Member
Dustin Sanders, Board Member
Pat Bisbee, Quorum Court Liaison
Patty Hector, Library Director

Brad Crumby, Financial Coordinator
Erin Loy, HR Manager
Janine Miller, Library Manager
Julie Syler, Innovations Librarian
Rob Walton, Technology Manager
Sandra Porter, Friends of the Library
Board Member

I. Call to Order

Benzick called the meeting to order at 3:32 PM.

II. Announcements

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

Douglas moved to approve the minutes as presented. Jordan seconded the motion, which passed unanimously.

IV. Financial Reports

a. Income and Expense Reports

Jordan moved to accept the Income Report and Expense Report as presented. Sanders seconded the motion, which passed unanimously.

b. Budget Modification Report

Sanders moved to accept the Budget Modification Report as presented. Miller Robinson seconded the motion, which passed unanimously.

V. Discussion Items

a. Friends of the Library Report

Porter shared that the Friends have created a flyer about the used book store to distribute to local school districts. They are continuing to recruit volunteers, and are preparing for their annual meeting to be held January 25th. The gift certificates they created are now being sold at both locations and may be used for book store purchases. The Friends board has voted to fully fund Experiences Magazine for 2020.

b. Mid-Ark Regional Library System Report

September 4th meeting minutes and budget included in packet.

c. Director's Report

Report included in packet.

Hector gave a preview of the new Mid-Ark online catalog and shared that Garland County Library has agreed to link their catalog so patrons may request items between the two systems.

Hector stated that the new system will notify patrons of holds and overdue items via text and email, but not via phone. A quote has been requested from a third party vendor to add the phone call notification piece.

d. Library Management Team Reports

Reports from Adult Services, Library Manager, Public Services, Technology, and Youth Services included in packet.

VI. Old Business

a. Closing Library for Desk Installation and Staff Training

Hector shared that Library Interiors of Texas will be able to install the new service desks in the Benton building the week of January 6th – 11th. As previously stated, Library Interiors advised that the building be closed to the public during the installation process. Hector stated that she would reopen the building to the public early if possible. While closed to the public, staff will participate in various trainings and work on special projects.

VII. New Business

a. Library Deletions

Miller Robinson moved to delete the inventory items presented. Sanders seconded the motion, which passed unanimously.

b. Meeting Room Policy Change

Miller Robinson requested the addition of revision dates to all policies.

Sanders moved to accept the revised Meeting Room Policy as presented. Jordan seconded the motion, which passed unanimously.

c. Behavior Policy Change

On Item 1, Miller Robinson suggested referencing the Unattended Child Policy and adding the age range. On item 11, Miller Robinson suggested adding more specific wording or matching the Saline County policy on parking.

Sanders moved to accept the Behavior Policy changes presented with the addition of referencing the Unattended Child Policy and specifying ages in Item 1 and replacing Item 11 with the Saline County Parking Policy.

Jordan seconded the motion, which passed unanimously.

d. Opportunity Library Card Policy

Hector shared that staff are recommending a new type of library card for those unable to obtain proof of address or photo ID. This card would allow patrons access to online resources and up to five print books at a time.

Jordan moved to accept the Opportunity Library Card Policy as presented. Douglas seconded the motion, which passed unanimously.

e. Credit Card Change – Add Technology Manager

Sanders moved to provide a library credit card to Rob Walton, Technology Manager. Jordan seconded the motion, which passed unanimously.

f. Check Signature Changes for Bank – Add Library Manager

Sanders moved to add Janine Miller, Library Manager, as a signor on the library bank account. Douglas seconded the motion, which passed unanimously.

Miller Robinson moved to go into executive session. Douglas seconded the motion, which passed unanimously.

Executive Session from 4:36 PM to 5:09 PM.

g. Draft 2020 Budget

Douglas shared the following board recommendations:

- i. Giving a two percent raise to all staff effective July 1, 2020.
- ii. Creating a process to be approved by the board for giving merit-based raises in the future with forms, a process, and training.
- iii. Possibly reclassifying the position that serves as a project manager to establish correct pay grade, if appropriate.

Jordan moved to grant a two percent raise across the board effective July 1, 2020. Miller Robinson seconded the motion, which passed unanimously.

Sanders moved to accept the Draft 2020 Budget with the addition of a two percent raise effective July 1, 2020. Miller Robinson seconded the motion, which passed unanimously.

VIII. Adjourn

Benzick adjourned the meeting at 5:20 PM.

Submitted by,
Erin Loy
HR Manager

Saline County Library
Operating Budget Income
Through December 31, 2019

Period: 01.01.19 - 12.31.2019					
	Income through 10.31.2019	Income Nov - Dec 2019	Balance 12.31.2019		
Budgeted Income					
Copies and Printing	16,777.08	2,568.73	19,345.81		
Damage	846.29	101.96	948.25		
Fees	487.34	43.50	530.84		
Fines	24,628.16	2,102.89	26,731.05		
Interest on Checking	23,105.51	1,887.28	24,992.79		
Lost Item	4,218.84	209.83	4,428.67		
Memorials & Gifts	512.10	60.00	572.10		
Replacement Card	233.60	39.50	273.10		
State Aid	109,866.25	29,453.83	139,320.08		
Tax Receipts	2,109,002.66	1,009,022.29	3,118,024.95		
Temporary/Out of County Patron	190.00	-	190.00		
Other fines/fees/lost/damage	-	998.19	998.19		
Total Budgeted Income	2,289,867.83	1,046,488.00	3,336,355.83		
Other Income					
Advertising	1,500.00	200.00	1,700.00		
Book Sale	21,441.14	3,173.29	24,614.43		
February Book sale	5,324.35	-	5,324.35		
Websales *	2,625.00	225.00	2,850.00		
Other book sales	13,491.79	2,948.29	16,440.08		
Earbuds	36.00	14.00	50.00		
Fundraising	1,133.30	215.00	1,348.30		
Accessories	49.50	2.00	51.50		
Apparel	1.00	-	1.00		
Book Bags	415.30	36.50	451.80		
Calendars		-			
Coffee Bar	444.00	82.00	526.00		
Cookbooks		-			
Flash Drives	19.00	26.00	45.00		
Ornaments		-			
Other	204.50	68.50	273.00		
Grants	10,590.00	-	10,590.00		

WEBSALES

October 30, 2019 - December 19, 2019

<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, October 30, 2019		\$ 391.46				\$ 190.15	\$ 201.31
Harvard Classics	10/1/2019				0.72	0.72	(0.72) *items on last statement
As the World Turns: the Complete Family Scrapbook	10/3/2019				0.72	0.72	(0.72)
Kingdome Under Fire Xbox	10/4/2019				0.40	0.40	(0.40)
Auschwitz Inside the Nazi State DVD set	10/12/2019				0.48	0.48	(0.48)
History Channel The Unholy Battle for Rome DVD #	10/12/2019				0.48	0.48	(0.48)
Three Hundred and Fifty Aesop's Fables	10/16/2019				0.72	0.72	(0.72)
Complete Story World War I DVD set	10/18/2019				0.48	0.48	(0.48)
Churchills Bodyguard DVD	10/23/2019				0.48	0.48	(0.48)
Bataan/Back to Bataan DVD set	10/24/2019				0.72	0.72	(0.72)
The One that Got Away	10/24/2019				0.48	0.48	(0.48)
Sword of Honor DVD set	10/26/2019				0.48	0.48	(0.48)
Age of Empires III (PC)	11/1/2019	6.00	0.47	2.75	0.60	3.82	2.18
The Wall DVD	11/1/2019	4.02	0.42	1.38	0.48	2.28	1.74
Safe Conduct DVD	11/3/2019	4.02	0.42	1.37	0.48	2.27	1.75
Perry Mason book set (44)	11/5/2019	139.50	13.44	*	15.61	29.05	110.45
Chariots of Fire DVD	11/7/2019	10.71	1.31	2.75	1.20	5.26	5.45
True Wars Stories series DVDs	11/8/2019	4.32	0.75	2.75	0.48	3.98	0.34
Nathaniel Hawthorne and His Wife	11/10/2019	10.71	1.31	2.75	1.20	5.26	5.45
Le Petit Prince	11/13/2019	10.05	0.74	2.75	1.21	4.70	5.35
Sowing and Reaping	11/14/2019	21.75	2.68	2.75	2.40	7.83	13.92
Discounts/Adjustments					\$ (0.47)	\$ (0.47)	\$ 0.47
Subtotal		\$ 602.54				\$ 260.29	\$ 342.25
Transfer December 19, 2019		\$ 396.12				\$ 171.12	\$ 225.00
Ending Balance December , 2019		\$ 206.42				\$ 89.17	\$ 117.25

*shipped by UPS

Saline County Library
 Operating Budget - Expense Report
 Through December 2019

<u>Line</u> <u>Item</u>	<u>Budget Classification</u>	<u>Original</u> <u>Budget</u>	<u>Current</u> <u>Budget</u>	<u>Current</u> <u>Expenses</u>	<u>Current</u> <u>Balance</u>	<u>Percentage</u> <u>Expended</u>
Personnel - Salaries						
	Salaries	\$1,517,879.98	\$1,568,755.01	\$1,500,784.55	\$67,970.46	96%
Personnel - Benefits						
600	Social Security Matching	\$125,000.00	\$125,000.00	\$111,022.86	\$13,977.14	89%
800	Noncontributory Retirement	\$245,000.00	\$245,000.00	\$227,973.96	\$17,026.04	93%
900	Health Insurance Matching	\$218,400.00	\$200,122.24	\$199,299.71	\$822.53	100%
1000	Worker's Compensation	\$5,000.00	\$5,012.00	\$5,012.00	\$0.00	100%
1100	Unemployment Compensation	\$5,000.00	\$5,000.00	\$3,982.84	\$1,017.16	80%
1200	Other Fringe Benefits	\$1,000.00	\$988.00	\$464.67	\$523.33	47%
1400	Wellness Reimbursement Program	\$20,500.00	\$9,455.95	\$9,455.95	\$0.00	100%
1500	Career Service Recognition	\$10,100.00	\$2,550.00	\$2,550.00	\$0.00	100%
1900	Dependent Care Stipend	\$15,000.00	\$8,125.00	\$8,125.00	\$0.00	100%
	TOTAL Benefits	\$645,000.00	\$601,253.19	\$567,886.99	\$33,366.20	94%
	TOTAL Personnel Fund	\$2,162,879.98	\$2,170,008.20	\$2,068,671.54	\$101,336.66	95%
Supplies						
1600	Printing	\$10,000.00	\$10,121.67	\$10,093.83	\$27.84	100%
1700	General Office Supplies	\$30,000.00	\$31,640.66	\$35,093.57	-\$3,452.91	111%
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$8,325.34	-\$325.34	104%
3300	Service Contracts	\$120,000.00	\$120,000.00	\$119,769.33	\$230.67	100%
Professional Services						
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	\$0.00	-
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$17,209.29	-\$2,209.29	115%
4900	Telephone	\$30,000.00	\$30,000.00	\$25,275.08	\$4,724.92	84%
5000	Postage	\$10,000.00	\$10,419.91	\$11,253.51	-\$833.60	108%

Saline County Library
 Operating Budget - Expense Report
 Through December 2019

<u>Line</u> <u>Item</u>	<u>Budget Classification</u>	<u>Original</u> <u>Budget</u>	<u>Current</u> <u>Budget</u>	<u>Current</u> <u>Expenses</u>	<u>Current</u> <u>Balance</u>	<u>Percentage</u> <u>Expended</u>
Transportation						
2500	Fuel for Library Vehicle	\$1,500.00	\$1,500.00	\$1,405.46	\$94.54	94%
5200	Mileage Reimbursement	\$3,000.00	\$3,000.00	\$1,786.32	\$1,213.68	60%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,318.45	\$5,487.81	\$1,830.64	75%
Advertising and Marketing						
5500	Advertising and Marketing	\$20,000.00	\$25,432.04	\$27,371.11	-\$1,939.07	108%
Insurance						
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	13452.83	\$1,547.17	90%
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	3887.00	\$113.00	97%
Utilities						
6100	Electricity	\$75,000.00	\$75,000.00	\$75,373.72	-\$373.72	100%
6200	Gas	\$15,000.00	\$15,000.00	\$11,961.55	\$3,038.45	80%
6300	Water	\$5,000.00	\$5,000.00	\$2,708.74	\$2,291.26	54%
6400	Waste Disposal	\$5,155.00	\$5,155.00	\$5,811.51	-\$656.51	113%
Repairs and Maintenance						
6500	Buildings and Improvements	\$40,000.00	\$29,190.97	\$8,851.60	\$20,339.37	30%
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	\$14,073.48	\$25,926.52	35%
Miscellaneous						
7300	Dues and Memberships	\$5,000.00	\$4,500.00	\$4,094.70	\$405.30	91%
7900	Meals and Lodging	\$7,500.00	\$8,028.00	\$10,304.44	-\$2,276.44	128%
8200	Refunds	\$2,000.00	\$11,450.00	\$9,853.14	\$1,596.86	86%
8500	Programming	\$90,000.00	\$135,248.61	\$74,211.36	\$61,037.25	55%
8600	Computer Software	\$50,000.00	\$61,000.00	\$61,636.47	-\$636.47	101%

Saline County Library
 Operating Budget - Expense Report
 Through December 2019

<u>Line</u>		<u>Original</u>	<u>Current</u>	<u>Current</u>	<u>Current</u>	<u>Percentage</u>
<u>Item</u>	<u>Budget Classification</u>	<u>Budget</u>	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Expended</u>
8700	Staff Development	\$6,000.00	\$7,000.00	\$7,164.72	-\$164.72	102%
8752	Fundraising	\$1,000.00	\$1,133.30	\$830.08	\$303.22	73%
Materials						
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	\$462,062.61	\$87,937.39	84%
Capital Outlays (from State Aid)						
9100	Building and Furniture	\$100,000.00	\$100,000.00	\$130,891.52	-\$30,891.52	131%
9300	Machinery and Equipment	\$60,000.00	\$60,000.00	\$60,661.60	-\$661.60	101%
Grant 2019						
G2019	John Cotton Dana Award Grant	\$0.00	\$10,000.00	\$914.44	\$9,085.56	9%
Total 2019 Budget		\$3,488,034.98	\$3,569,146.81	\$3,290,487.70	\$278,659.11	92%
Anticipated Millage Fund		\$2,999,085.26				
Anticipated State Aid		\$150,000.00				
Anticipated Fines, Fees and Photocopies Receipts		\$75,000.00				
Anticipated Interest		\$15,000.00				
Anticipated Rollover		\$250,000.00				
		<u>\$3,489,085.26</u>				
				Checking Balance as of 12.31.2019:		
				\$ 2,840,113.95		

Saline County Library Board

2019 Budget Modification Form - General Account 2707

Prepared By: Erin Loy and Brad Crumby

Date: 01.27.2020

OTHER INCOME	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	5500	Advertising and Marketing <i>Advertising Income</i>	20,000.00	25,432.04	27,371.11	(1,939.07)	200.00	25,632.04	(1,739.07)
	8500	Programming <i>Websales, Earbuds, Gumballs</i>	90,000.00	135,248.61	74,211.36	61,037.25	572.65	135,821.26	61,609.90
	1700	General Supplies - <i>Envelopes, Bookends</i>	30,000.00	31,640.66	35,093.57	(3,452.91)	130.47	31,771.13	(3,322.44)
	5500	Advertising and Marketing - <i>Nov/Dec Magazines</i>	20,000.00	25,632.04	27,371.11	(1,739.07)	1,137.50	26,769.54	(601.57)
	8500	Programming <i>Friends Book Sale Income</i>	90,000.00	135,821.26	74,211.36	61,609.90	1,680.32	137,501.58	63,290.22
	-	Salaries	1,517,879.98	1,568,755.01	1,500,784.55	67,970.46	3,138.00	1,571,893.01	71,108.46
	7900	Meals and Lodging <i>Restitution - Worker's Compensation/Travel Reimbursement</i>	7,500.00	8,028.00	10,304.44	(2,276.44)	11.83	8,039.83	(2,264.61)
	8752	Fundraising <i>Fundraising Income</i>	1000.00	1133.30	830.08	303.22	215.00	1,348.30	518.22
	8500	Programming	90,000.00	137,501.58	74,211.36	63,290.22	2,755.01	140,256.59	66,045.23
9300	Machinery and Equipment - <i>New Lighting</i> <i>Passport Income</i>	60,000.00	60,000.00	60,661.60	(661.60)	34.99	60,034.99	(626.61)	
						\$ 9,875.77			
BUDGET	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
							\$ -		

Director's Report

January 2020

Migration to Symphony

Staff are getting used to new software. We have some issues we are still working on which is normal. Julie has conducted a Symphony Q&A session for staff from all the Mid-Ark libraries to help get everyone on the same page. We will continue to do this as long as needed. I found

Benton Desk Remodel

The installation went according to plan except for a few hiccups. We were able to open on Saturday and even though it wasn't scheduled, we had quite a few patrons come in. We're still working out a few kinks in the desk arrangements, but overall I think they will be great for patrons and staff.

Hoopla

We have decided to try out a new service called Hoopla. It's a library media streaming platform for audio books, comics, e-books, movies, music, and TV that is very popular in libraries. We've looked at it in the past and finally decided that there is enough good content for us to let our patrons make the final decision. It is a simultaneous use/pay per loan model.

Bookmobile Stops

We are working with Mid-Ark's bookmobile staff to figure out the new stops in East End and Paron. They will start with once a month.

Energy Assessment

Little Rock-based Entegry is doing an assessment of our energy usage to see if there are ways we can be more energy efficient and save some money. We should get the report in a week or so.

Performance Evaluations

Staff have been working very hard to get the evaluations done.

Legislative Audit

The 2018 Audit has started.

Summer Sunday Hours

The staff is working on a plan to be open Sundays during the summer at the Benton branch. Erin has a pool of seasonal employees that would be staffing the days instead of regular full-time staff.

Arkansas State Library Board

I'm pleased to announce that former SCL board member Joan O'Neal has been appointed to the Arkansas State Library Board. Sadly, she will be filling out Bucky Ellis' term, but I know she will do a great job.

2019 In Review

- Joined Mid-Ark
- Upgraded to Outlook 365 which fixed email problems
- Phones mysteriously fixed themselves (with some help from Kyle and Rob)
- Migrated to Symphony
- Added streaming services Freegal and Kanopy
- Friend's opened bookstore
- Marketing staff won John Cotton Dana Award
- SCL was 1 of 6 teams chosen to go to Excite Boot Camp

About the Bookmobile

The Mid-Ark Regional Library Bookmobile is headquartered out of Malvern-Hot Spring County Library. It serves Hot Spring, Grant, Dallas, Cleveland, & Saline counties.

Bookmobile Coordinator, Barry Honold, operates the mobile library service, featuring: new or replacement library cards, check-outs, check-ins, Birthday Club individual or institutional sign-ups, and Wi-Fi internet. If you have a request, please notify him in person, by phone, or by email.



Visit a stop near you!

The bookmobile offers monthly stops at local daycare centers, schools, and other public stops throughout our five county region!

You can register for a library card and check out books, DVDs, audiobooks, hotspots and more.

****If you fill an application out for your child through their school, we will need 2 proofs of address (i.e. driver's license copy and a piece of mail stapled to the back of the application) before we can process it and present them with their card.**

Mobile Internet Access

The Bookmobile is also a mobile hotspot! Ask the Bookmobile driver for the WiFi password to connect.

Each Hot Spot checks out for 30 days. They cannot be re-checked and must be returned to either the

Mid-Arkansas Regional Library

**Malvern-Hot Spring County
202 East Third Street
Malvern, AR 72104**

Phone: 501-332-5441

Mid-Ark Regional Library System

Bookmobile



2020 Schedule

Email:

MidArk.Bookmobile@arkansas.gov

Phone:

501-332-5441

hslibrary.arkansas.gov/bookmobil

**Routes are subject to change as needed.*



Mid-Ark Regional Library Bookmobile

Serving Our Member Libraries

Cleveland County Library

Dallas County Library

Grant County Library

Malvern- Hot Spring County Library

Saline County Library

2020 Schedule

City	Location	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Bismarck	Point Cedar Bait Shop	1:15-2	7th	4th	3rd	7th	5th	2nd	7th	4th	1st	6th	3rd	1st
Bismarck	Bismarck Post Office	2:45-4:15	7th	4th	3rd	7th	5th	2nd	7th	4th	1st	6th	3rd	1st
Malvern	CADC Malvern/Early Headstart	10:40-11:15	9th	6th	5th	6th	7th	4th	9th	6th	3rd	8th	5th	3rd
Donaldson	Ouachita Schools	12:10-1	9th	6th	5th	6th	7th	4th	9th	6th	3rd	8th	5th	3rd
Malvern	Little Lambs	1:45-2	9th	6th	5th	6th	7th	4th	9th	6th	3rd	8th	5th	3rd
Malvern	Ambassador Baptist	2:20-3	9th	6th	5th	6th	7th	X	X	X	3rd	8th	5th	3rd
Malvern	The Crossing	3:20-3:45	9th	6th	5th	4th	7th	6th	9th	6th	3rd	8th	5th	3rd
Malvern	Arbor Oaks	4-4:30	9th	6th	5th	4th	7th	6th	9th	6th	3rd	8th	5th	3rd
Glen Rose	Glen Rose—Biggie's	3-4:45	3th	7th	6th	3rd	1st	5th	3rd	7th	4th	2nd	6th	4th
Poyen	Poyen Schools	10:30-11:30	13th	10th	9th	20th	11th	X	X	17th	14th	12th	9th	7th
Magnet Cove	Magnet Cove Head Start	10:30-11	22nd	19th	11th	22nd	13th	X	X	19th	16th	21st	10th	9th
Malvern	Arkansas State University Three Rivers	11:30-1	22nd	19th	11th	22nd	13th	X	X	19th	16th	21st	10th	9th
Benton	Benton Arch Street Superstop	2-3:30	24th	21st	20th	24th	22nd	19th	24th	21st	18th	23rd	13th	11th
Paron	TBA	TBA	24th	21st	20th	24th	22nd	19th	24th	21st	18th	23rd	13th	11th
Kingsland	Kingsland One Stop	TBA	28th	25th	24th	28th	26th	23rd	28th	25th	22nd	27th	17th	15th
Fordyce	First Step	TBA	28th	25th	24th	28th	26th	23rd	28th	25th	22nd	27th	17th	15th
Bonnerdale	Bonnerdale Store	10:20-11	29th	26th	25th	29th	27th	24th	29th	26th	23rd	28th	18th	16th
Bismarck	Bismarck Post Office	12-1:15	29th	26th	25th	29th	27th	24th	29th	26th	23rd	28th	18th	16th

Browse our Online Catalog

https://midarks.ent.sirsi.net/client/en_US/midark

Library Management Team Report Adult Services Department January 2020

Adult services provided several activities to reduce your stress during this holiday season. Watercolor and yoga continue to be two classes that are calming and well attended. We started a new class, Tai Chi Fit, that's provided once a month, but soon to be twice a month. Sound Immersion therapy will be starting back in March.

During December, a wrapping station provided an opportunity to watch a movie, make a craft and wrap your Christmas gifts ensuring they remained surprises. Crafting with a Cause filled our warming tree for another season. If you need a scarf, the public is welcome to take from the tree. Laura Austin started a writing group in November, which is now the SCL Writers, meeting once a month providing writers a dedicated time to write and discuss ideas. We honored our Veterans hosting a Veterans Benefit Fair. We had about 18-20 attend the Veteran Fair.

Outreach in Paron is picking up and Hot Springs Village is steady with 3-5 attending the crafts. Our other outreach to Timber Ridge and Friendship are climbing, the clients enjoy the time doing crafts. Benton and Bryant parades happened; Becky Fischer coordinated the staff and design of our float entry. The library float is always a big hit and the staff enjoy the time in the community.

For the month of November and December Adult Services touched the lives of 540 Saline county residents and 3,966 in the year of 2019.

Arkansas Blood Institute collaborated with Saline County Library collecting 28 units of Blood in January. A great way to start the New Year helping our community. Another new class is Block-By-Block teaching the basics of quilting. By the end of the year, you will have completed enough blocks to assemble a lap quilt. Adult Night Out played 12 holes of Putt- Putt golf in the Library. This is in cooperation with many partners (See flyer.) It was a fun night, each hole being a unique challenge.

January 6 – 11 we not only had some great training we now have an awesome Ask Here desk and computer area. A big thank you to everyone who made it come true. You must all come see our great area. The last day of January 2020 (wow that was fast) Laura Austin and I got Census Training at the Arkansas state Library. All staff received Census training in the Saline County Library System. We will provide information and encourage the public to fill out the 2020 Census, it is vital to our community.

We are looking forward to a great 2020.

Submitted by,
Alissa Turner
Adult Services Manager



A night you will never “fore” get... **PUTT-PUTT IN THE LIBRARY**

Come test your skills on the 12 holes each designed with special obstacles created by our local businesses.

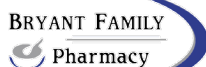
Space Walk of Saline County will also provide mini carnival games and inflatable ax throwing. Salty Harbor will provide putters and golf balls.

Pizza will be available in the meeting room.

So gather your friends and get ready for a friendly competition to see who can be the Library Putt-Putt champion!

Friday, Jan. 24th
Benton location
6:30 PM - 8:30 PM
Ages 18+

Holes sponsored by:



Games sponsored by:



Library Management Team Report
Bryant Branch
January 2020

- It is January, and that means Passport Season is in full swing! So far this month we have accepted 42 passport applications!
- Staff are becoming proficient with the new ILS system. As with any major migration, there have been hiccups, but for such a major change staff have adjusted marvelously!!! 😊
- The Friends of the Library approved to purchase the Branch a double-sided movable shelf to house our booksale items. Trevor is looking into finding a shelf that meets our needs while matching the new décor.
- Anna Wagnon and Rachel Wallace are in the beginning stages of planning a Seed Library for the patrons of SCL. They gained helpful information and tips when they attended the annual Association for Rural and Small libraries last year.
- Bryant Chief of Police Carl Minden has been very supportive of providing a positive police presence at the library. We normally have an officer visit 2-3 times a week. The last time Chief Carl stopped by he mentioned that his officers are enjoying the interaction with the kids as well!

Submitted by,
Leigh Espey
Branch Manager

Library Management Team Report

Library Manager

January 2020

On-Going Projects

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

Site Visits/Meetings/Trainings:

December 6, 2019 Youth Services Committee-State Library Little Rock, AR
Wendy Christy and I were selected to serve on the Youth Services Committee by Ruth Hyatt, Children's Services Coordinator for the Arkansas State Library. The goal of this committee is to have representation from all 5 Library Development Districts over the next 2 years to help coordinate Continuing Education/Professional Development opportunities, as well as the Annual Children/Teen Workshop for children's librarians, teen librarians, and library directors across the state for the Cooperative Summer Reading Program.

January 3, 2020 Arkansas Library Association Committee Appointment
Richard Theilig from William Laman Library is the chairperson responsible for vendors that will be attending the 2020 Arkansas Library Association Conference October 16-18, 2020 to be hosted in Fort Smith, AR. Richard reached out with an opportunity to serve on his ArLa Vendor Committee throughout the year which will be reaching out to over 130 potential library vendors that will have multiple products ranging from software to databases to information for this year's conference attendees.

January 6, 2020 Staff Development Day (All Staff)
Erin Loy and I have been working behind the scenes to line up staff training opportunities for the staff during the desk remodel closure. Ruth Hyatt from the Arkansas State Library did her presentation on Self Care: It's Not Selfish, It's Survival to provide the staff with tips on why self care is important and necessary for anyone working in a public library. Fredonna Walker from William Laman Library presented did her presentation on Drama, Drama, Drama: How to Make It Work For You. Her presentation focused on the scientific approach of drama, how it happens, and provided the staff with thought provoking strategies in how individuals perceive information.

January 8, 2020 Staff Development Day (Public Facing Staff)
Lindsay Blake from UAMS did her presentation on Serving Up Quality Health Information to educate the staff about tools and resources available from the National Network of Libraries of Medicine (NNLM) *All of Us* Community Engagement Network as it pertains to consumer health. Staff were provided with a wealth of print resources through informational sheets, brochures, posters, and cards to help empower library patrons about their health. Cindy Smith, a Commissioner with Arkansas State Parks,

Recreation, & Travel Commission did a cross-selling presentation about tourism and guest service training to arm frontline staff with messages about their local community, region, and state. Staff were provided a First Impressions workbook, and will receive training certificates from the Arkansas Tourism Director.

January 15, 2020 Saline County Cares Meeting Benton, AR

Saline County Cares meeting this month was to discuss what worked and what didn't work from The Empty Bowl Community Resource Fair back in November. There was also discussion on future plans moving forward this year. There were talks about hosting a monthly Community Coffee where free breakfast will be provided to those in need of resources in our community, as well as an opportunity for organizations in Saline County Cares to share how their respective organization can connect a person with resources. There was also discussion about potentially hosting a Career Fair at some point in the Spring.

January 16, 2020 Arkansas Counts Census Summit

With the 2020 U.S. Census upon us, the Arkansas Counts Census Summit, held at Philander Smith College, was an opportunity for local complete count committee members, elected officials, nonprofit leaders, employers, and engaged residents from across the state to come together to strategize reaching hard-to-count populations as defined by the Census Bureau. The goal is to ensure every Arkansas resident is counted and to join Arkansas Counts to launch a statewide movement to Get Out the Count. The Arkansas State Library will be hosting training sessions targeted towards those in the library community on January 30 & 31, in which Alissa Turner and Laura Austin will be participating to train our frontline staff.

January 17, 2020 Benton Chamber Awards Luncheon Benton, AR

The library was awarded the 2019 Then, Now and Toward the Future Award.

January 23, 2020 Leadership Saline County Benton, AR

January 24, 2020 LDD3 Meeting North Little Rock, AR

Submitted by,
Janine D. Jamison-Miller
Library Manager

Library Management Team Report
Marketing Department
January 2020

We made it through summer and we made it through Festival Season! I am super thankful for all the help from our staff, volunteers and friends who helped us out. From September 2019 through December 2019, Saline County Library participated in over 12 events and attended numerous others.

A small group attend the Benton Chamber awards luncheon on Jan. 17th and we were awarded the Then, Now and Toward the Future Award. Jordan and I are working on the best place to create a display for all the awards we have received.

Since we are going fine free during the Summer, we are introducing a fundraiser to offset the loss of income by hosting a 5k. The "Bookin' It 5k" will be held on April 11th at the Bryant Middle School. Erin, Rebecca, Janine and Sarah Beth along with Jordan and myself are working on putting the pieces together. We have the course mapped out, registration forms created, and sponsorship levels set. What is going to be really cool about this race is the participants will actually "run" through a story! We will use the poster printer to make giant story book pages and place them throughout the course.

Other things the Marketing Department plans on focusing on for 2020 include reaching outlying areas and purchasing a kiosk, making connections with the Hispanic community and coordinating storytimes with the Youth Services department, updating the website and creating an in-depth marketing plan before we look at revising the strategic plan next year.

Submitted by,
Kari Beesley
Marketing Manager

Library Management Team Report
Public Services Department
January 2020

For the month of December we had 8,636 patrons come into the building.

During the month of December we moved to a new library operating system, SirsiDynix. Our staff has been training and learning this new system and are getting more proficient day by day.

Our work area has changed by having new counters in the Circulation Desk area. Our patrons are enjoying the ability to self-check-out or ask for help. They were able to self-check before but the area allowing them to do so is greatly improved.

We encourage you to come by and see the new changes.

Submitted by,
Rick Johnson
Public Services Manager

Library Management Team Report
Technology Department
January 2020

The IT department has been very busy. We provided (and continue to provide) support during the transition to the new ILS. Before, during, and after the remodel, we worked tirelessly to ensure that the impact on library operations was at a minimum.

During the remodel, we were able to accommodate staff with computers so they were able to allow patrons to pick up holds in the meeting room. Once the remodel was complete on Friday January 10th, we were able to have the majority of staff and public computers ready to go for the Saturday (January 11th) opening of the library. By the end of the week following the remodel, we were back at full operational status in the IT department.

We are now looking to the future: we will be assisting in the Arkansas State Library network speed test, as well as furthering our outreach to the Mid-Ark Regional libraries.

Submitted by,
Rob Walton
Technology Manager

Library Management Team Report
Youth Services Department
January 2020

Over the past year the total attendance for all programs for youth ages 0-18 inside and outside the library in 2019 was 27,353 people. (Over 1,000 more people than last year!)

In December we visited local elementary schools to perform winter themed storytimes and saw 2,775 children.

Over the past year we have added 5 Learning Kits to our collection: Astronomy, Braille, Montessori Inspired Play age 12-18 mo., Montessori Inspired Play age 18-24 mo, and Montessori Inspired Play age 24-36 mo.

We have also added new recurring outreach locations to our schedule this year: Benton Middle School Book Club, Benton High School Lunch with a Librarian, Benton Civitan, and Childcare Network 187.

In 2019 we tried to bring in local businesses and figures from the community for special programs. We held a police officer storytime with the Bryant Chief of Police, Carl Minden, self defense classes from All-Star Martial Arts, a music storytime with Virginia Ralph from momandpop, storytime with local author, Nancy Pruitt, and an agility demonstration from the Little Rock Dog Training Club.

The NaNoWriMo program in November was so popular that we have decided to add a homeschool writing group on Mondays at 10:30.

We are currently preparing for Wizarding Week, February 7-14. We will be having special Harry Potter themed programs for all ages every day that week.

Planning for the summer reading program is in full swing. This year our theme is Once Upon a Summer Reading.

Submitted by,
Sarah Beth Lesko
Youth Services Manager

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	\$226,104.78	
	Total Salaries	\$1,517,879.98	\$1,602,363.39	\$1,616,974.46	
	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	\$2,221,974.46	
	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 Reimbursment	\$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	\$50,000.00	energy assessment improvements
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	\$166,000.00	furniture for youth services, meeting room, patron seating, quiet pods, board room
9300	Machinery and Equipment	\$60,000.00	\$30,000.00	\$40,000.00	computer replacements & IT upgrades
	Total Other Services and Charges	\$1,335,155.00	\$1,274,155.00	\$1,363,000.00	
	Total Budget	\$3,452,434.98	\$3,482,518.39	\$3,584,974.46	

	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	\$55,000.00	Separated passports and book sales
	Interest	\$20,000.00	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$250,000.00	\$200,000.00	\$275,000.00	actual rollover amount
	Passports		\$30,000.00	\$30,000.00	
	Book Sales		\$22,000.00	\$22,000.00	
	Fundraising		\$5,000.00	\$5,000.00	
	Projected Revenue	\$3,468,951.51	\$3,450,300.57	\$3,644,239.31	

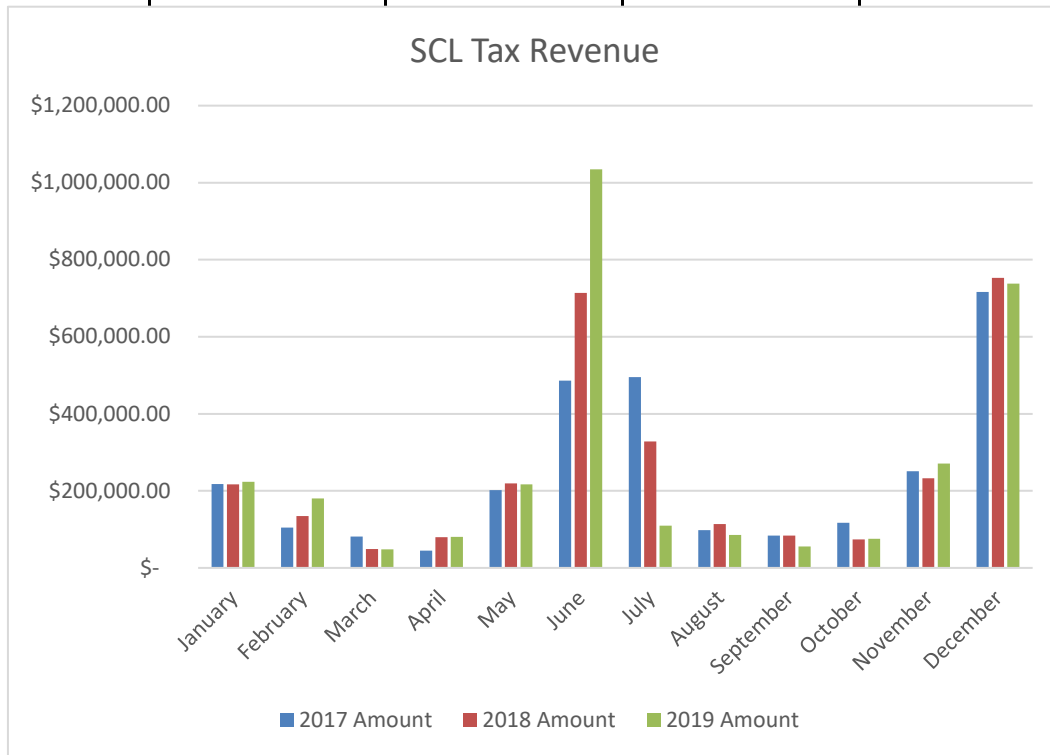
*previous year's tax receipts are used

\$59,264.85 unbudgeted amount

Revised 1/27/2020

SCL TAX RECEIPTS

Date	2017 Amount	2018 Amount	2019 Amount	Difference from previous year
January	\$ 217,674.99	\$ 216,567.49	\$ 223,260.30	\$ 6,692.81
February	\$ 104,765.40	\$ 134,640.05	\$ 179,970.58	\$ 45,330.53
March	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ (834.87)
April	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 1,060.69
May	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ (3,096.78)
June	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 320,926.26
July	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ (218,899.80)
August	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ (28,220.82)
September	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ (29,049.63)
October	\$ 117,423.57	\$ 73,523.27	\$ 75,295.84	\$ 1,772.57
November	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 38,286.96
December	\$ 716,295.18	\$ 753,148.52	\$ 738,120.00	\$ (15,028.52)
	\$ 2,898,190.99	\$ 2,999,085.26	\$ 3,118,024.66	\$ 118,939.40



2020 Personnel Budget Options

Salaries	2019	2020 Approved w/ 2% Raise eff. 7/1/20	2020 Proposed: Fund 27th Payroll
Full-Time Salaries	\$1,358,554.46	\$1,390,869.68	\$1,430,064.02
Part-Time Salaries	\$203,980.17	\$226,104.78	\$226,104.78
Total Salaries	\$1,562,534.63	\$1,616,974.46	\$1,656,168.81
Benefits	2019	2020 Approved w/ 2% Raise eff. 7/1/20	2020 Proposed: Fund 27th Payroll
600 Social Security Matching (7.65%)	\$125,000.00	\$125,000.00	\$127,000.00
800 Noncontributory retirement (15.32%)	\$245,000.00	\$240,000.00	\$246,000.00
900 Insurance	\$200,000.00	\$228,000.00	\$228,000.00
1000 Worker's Comp	\$5,012.00	\$6,000.00	\$6,000.00
1100 State Unemployment (0.5%) 47 over 7,000	\$5,000.00	\$5,000.00	\$5,000.00
1200 Other Fringe Benefits (COBRA)	\$988.00	\$1,000.00	\$1,000.00
1400 Wellness Reimbursement Program	\$9,455.95		
1500 Career Service Recognition	\$2,550.00		
1900 Day Care Stipend	\$8,125.00		
Total Benefits	\$601,130.95	\$605,000.00	\$613,000.00
Total Personnel Budget	\$2,163,665.58	\$2,221,974.46	\$2,269,168.81
Total Library Budget	\$3,488,820.58	\$3,584,974.46	\$3,584,974.46
Percentage of Budget	62%	62%	63%
Increase from 2019		\$58,308.88	\$105,503.23
		Needed to fund 27th payroll:	\$47,194.35

Due to 2020 being a leap year, we will have 27 pay days rather than the usual 26. It is a possibility to divide out the annual salary over 27 pay periods, but it will reduce bi-weekly earnings for employees and may cause financial difficulties. The accounting software we use doesn't make the change automatically so manual corrections must be made for every full-time employee each payroll in 2020. The Saline County Quorum Court voted to fund the 27th payroll effectively increasing other county employees' earnings for 2020.

Shown above are figures for the approved 2% raise with 7/1/20 effective date and an alternative option of funding the 27th payroll which would increase full-time employees' 2020 earnings while maintaining the 2% raise for part-time employees.

Items to be Deleted from Inventory
January 27, 2020

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
1567	Large Book Cart	30.00	Feb 2008	Unknown	Jan 2020	Donating to non-profit
1858	Black Trash Can	50.00	Unknown	Unknown	Jan 2020	Damaged

MID ARKANSAS REGIONAL LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2018 and 2017

WITH

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Mid Arkansas Regional Library Board
Mid Arkansas Regional Library
Malvern, Arkansas

I have reviewed the accompanying statements of financial position, activities, functional expenses, and cash flows as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Robert Reid, P.A.

September 30, 2019

Malvern, Arkansas

FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
STATEMENTS OF FINANCIAL POSITION
DECEMBER, 31 2018 and 2017**

ASSETS

CURRENT ASSETS	<u>2018</u>	<u>2017</u>
Cash & Cash Equivalents	\$ 137,364	\$ 121,047
Due From Malvern/Hot Spring County Library	-	8,497
Other Receivables	-	700
Total Current Assets	<u>137,364</u>	<u>130,244</u>

LIABILITIES AND NET POSITION

CURRENT LIABILITIES		
Accrued Liabilities	<u>4,126</u>	<u>4,679</u>
Total Current Liabilities	<u>4,126</u>	<u>4,679</u>
NET POSITION		
Unrestricted	<u>133,238</u>	<u>125,565</u>
Total Net Position	<u>133,238</u>	<u>125,565</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 137,364</u>	<u>\$ 130,244</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
STATEMENTS OF ACTIVITIES
FOR YEARS ENDED DECEMBER 31, 2018 AND 2017**

UNRESTRICTED NET POSITION	<u>2018</u>	<u>2017</u>
Unrestricted Revenues		
State Aid to Public Libraries	\$ 174,905	\$ 162,702
Scholarship - Arkansas State Library	<u>2,700</u>	<u>8,100</u>
Total Revenues	<u>177,605</u>	<u>170,802</u>
 EXPENSES		
Program Services		
Bookmobile and Story Hour	5,306	4,738
Member Library Services	154,526	133,866
Supporting Services		
Management and General	<u>10,100</u>	<u>16,867</u>
Total Expenses	<u>169,932</u>	<u>155,471</u>
 INCREASE IN UNRESTRICTED NET POSITION	 7,673	 15,331
 NET POSITION - BEGINNING OF YEAR	 <u>125,565</u>	 <u>110,234</u>
NET POSITION - END OF YEAR	<u>\$ 133,238</u>	<u>\$ 125,565</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
STATEMENT OF FUNCTIONAL EXPENSES
FOR YEAR ENDED DECEMBER 31, 2018**

	<u>Program Services</u>		<u>Supporting Services</u>	<u>Totals</u>
	<u>Book Mobile Story Hour</u>	<u>Member Library Services</u>	<u>Management and General</u>	
Compensation Expense				
Salaries	\$ 2,758	31,032	690	\$ 34,480
Expense Allowance		3,200	1,600	4,800
	<u>2,758</u>	<u>34,232</u>	<u>2,290</u>	<u>39,280</u>
Automobile Expense				
Fuel and Oil	946			946
Repairs and Maintenance	1,602			1,602
Books		8,000		8,000
Conference and Training			550	550
Digital Content				-
Dues and Subscription		400		400
Member Library Payments				
Cleveland County		6,973		6,973
Dallas County		6,342		6,342
Grant County		16,438		16,438
Hot Spring County		48,952		48,952
Miscellaneous		428	280	708
Printed Material		8,003		8,003
Professional Fees			4,280	4,280
Reimbursement		2,400		2,400
Scholarship			2,700	2,700
Summer Reading Program		3,700		3,700
Taxes		6,503		6,503
Technology		12,155		12,155
TOTAL FUNCTIONAL EXPENSES	<u>\$ 5,306</u>	<u>154,526</u>	<u>10,100</u>	<u>\$ 169,932</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
STATEMENT OF FUNCTIONAL EXPENSES
FOR YEAR ENDED DECEMBER 31, 2017**

	<u>Program Services</u>		<u>Supporting Services</u>	<u>Totals</u>
	<u>Book Mobile Story Hour</u>	<u>Member Library Services</u>	<u>Management and General</u>	
Compensation Expense				
Salaries	\$ 2,049	24,590	5,122	\$ 31,761
Expense Allowance		3,200	1,600	4,800
	<u>2,049</u>	<u>27,790</u>	<u>6,722</u>	<u>36,561</u>
Automobile Expense				
Fuel and Oil	682			682
Repairs and Maintenance	2,007			2,007
Books		5,400		5,400
Conference and Training			240	240
Digital Content		4,000		4,000
Dues and Subscription		5,290		5,290
Member Library Payments				
Cleveland County		5,999		5,999
Dallas County		5,526		5,526
Grant County		12,471		12,471
Hot Spring County		32,363		32,363
Miscellaneous		278	280	558
Printed Material		6,991		6,991
Professional Fees			1,525	1,525
Scholarship			8,100	8,100
Summer Reading Program		4,000		4,000
Taxes		5,776		5,776
Technology		17,982		17,982
TOTAL FUNCTIONAL EXPENSES	<u><u>\$ 4,738</u></u>	<u><u>133,866</u></u>	<u><u>16,867</u></u>	<u><u>\$ 155,471</u></u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2018 AND 2017**

	2018	2017
CASH FLOWS FROM OPERATING EXPENSES		
Increase in Net Position	\$ 7,673	\$ 15,331
Adjustments to Reconcile Increase in Net Position to Net Cash Provided by Operating Activities:		
(Increase) Decrease in Operating Assets:		
Due From Malvern/Hot Spring County Library	8,497	
Other Receivables	700	1,040
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	(553)	2,335
NET CASH PROVIDED BY OPERATING ACTIVITIES	16,317	18,706
BEGINNING CASH AND CASH EQUIVALENTS	121,047	102,341
ENDING CASH AND CASH EQUIVALENTS	\$ 137,364	\$ 121,047

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS

**MID ARKANSAS REGIONAL LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Mid Arkansas Regional Library is a four county regional library system composed of Hot Spring, Grant, Dallas and Cleveland counties. The headquarters library is located in Malvern, Arkansas. The regional library provides inter-library book loans, technical processing, cataloging, grant processing, and other support services to the four counties. Substantially all of the organization's support comes from Arkansas state aid to public libraries.

Income Taxes

The organization is exempt from income taxes. Therefore, no provision for income taxes has been made.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly actual results could differ from those estimates.

Reclassifications

Certain reclassifications were made to the amounts in the 2017 financial statements in order to conform to the presentation in the 2018 financial statements.

NOTE 2: DUE FROM MALVERN/HOT SPRING COUNTY LIBRARY

The amount due from Malvern/Hot Spring County Library was received in January 2018.

NOTE 3: SUBSEQUENT EVENTS

Management has evaluated subsequent events through September 30, 2019, the date which the financial statements were available to be issued.

Mid-Ark Regional Library Board

Bylaws

Regular Meetings

The Regional Board will meet quarterly on a date and time to be determined most convenient by the Board members. During this annual meeting, the budget for the next year should be approved, and an examination of the annual review will be performed. Special meetings may be called by the Chairman or upon the request of three members. Meetings may be conducted via teleconference or videoconference.

Officers

Officers of the Mid-Arkansas Regional Library Board will include a chairman and vice-chairman. Officers will be selected at the annual meeting. The Regional Librarian will act as secretary and keep all records and will attend all meetings. The Chairman of the Mid-Arkansas Regional Library board will perform the duties generally assigned and will have a vote. In the event that the Chairman is absent, the Vice-Chairman will preside the meeting and perform the duties of the Chairman. If both the Chairman and Vice-chairman are absent, the members who are present will select a temporary chairman to conduct the meeting.

Duties of the Regional Librarian

The Regional Librarian shall be responsible for the financial and statistical management of the Region, including preparation of the annual budget. The Regional Librarian shall report to the board on all system operations and services, submit the Arkansas State Library annual report in a timely manner, schedule quarterly librarians' meetings, and conduct all other acts necessary for the orderly and efficient administration of the system.

Expenditures of Funds

Administration of state aid shall be according to the budget approved by the Regional Library Board. An annual review will be made of the Mid-Arkansas Regional Library before the annual meeting. The Regional Librarian and Chairman of the Malvern-Hot Spring County Library Board are authorized to issue checks for bills and purchases included in the approved budget. Regional credit cards are prohibited, and any expense requiring this method of payment will be paid from the Malvern-Hot Spring County Library's credit card, and a reimbursement will be issued. Expenditure for any regional funds not specified in the budget must be approved at regular or special meetings. Regional Board members may request reimbursement for travel expenses related to the Annual or Special Meetings.

Order of Business

The following Order of Business shall be carried out at regular meetings:

- Call to Order
- Roll Call
- Librarian's Report
- Unfinished Business
- New Business
- Other
- Adjournment

Anyone wishing to present a topic of discussion or item of new business to the Regional Library Board must present their request to the Regional Library Director a minimum of one week prior to the requested meeting date.

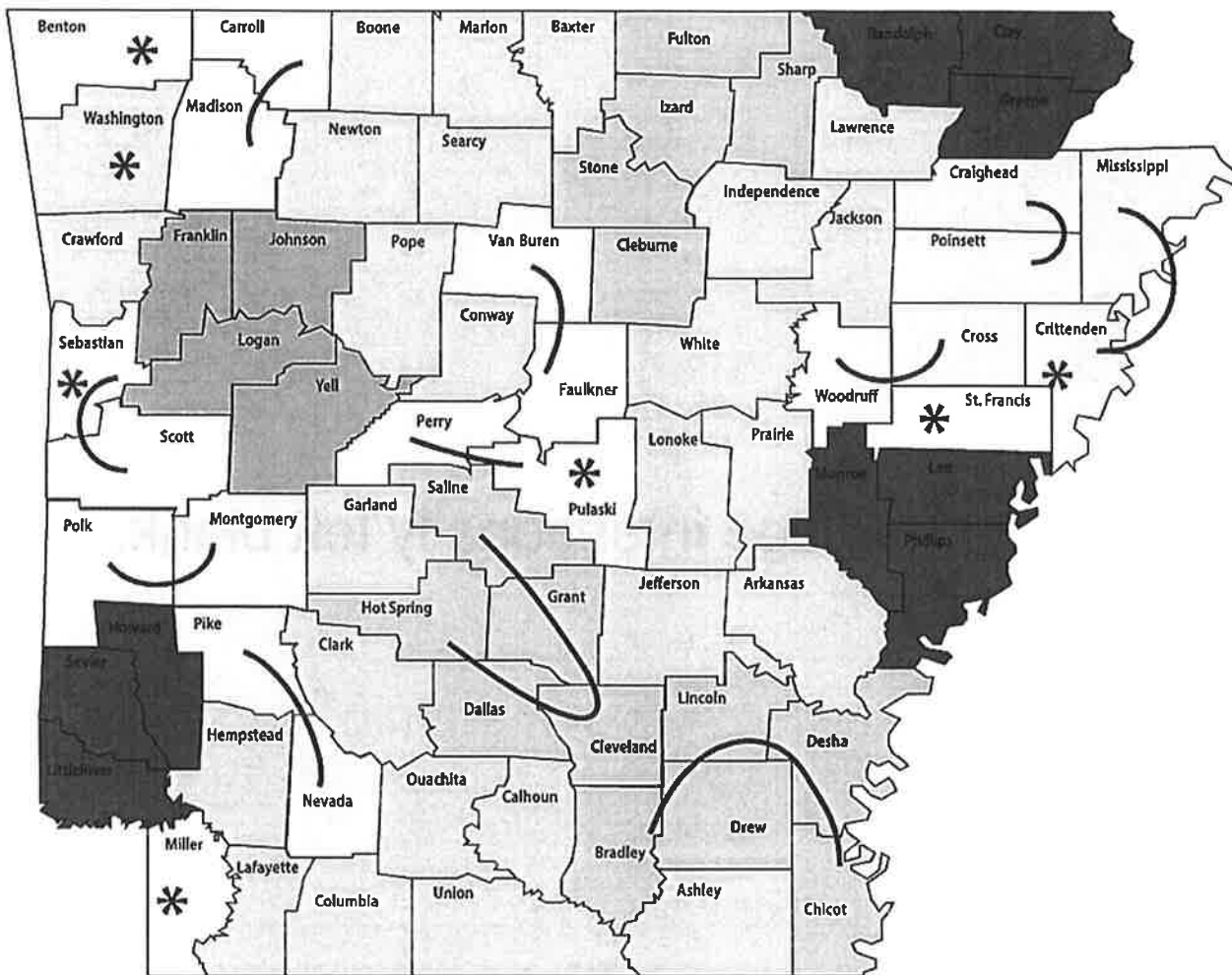
Quorum

A quorum for conducting official Regional Library Board business is fifty percent of board members. All county library board members are eligible to attend regional library board meetings. A member may be terminated from the board if that member has three unexcused absences from Board meetings in a one-year time period.

Amendments

These by-laws may be amended may become effective if adopted by a majority of the members of the Regional Board, which represents a quorum. Any item of business voted on by members of the Board requires a majority to pass.

Arkansas Public Library Systems



- 26 One-County System
- 9 Two-County System
- 3 Three-County System
- 1 Four-County System
- 3 Five-County System
- 3 No Countywide Library Tax
- 7 - * Independent City Library

Mid Arkansas Regional Library

Budget FY 2020

State Aid for Year	\$363,533			
Personal Services	\$43,745.00			
Travel Stipends	\$6,000.00			
State Aid to Member Libraries	\$200,400.65			
OCLC	\$1,080.00			
Sirsi Dynix	\$20,270.07			
Overdrive	\$15,000.00			
Envisionware	\$1,500.00			
Bookmobile	\$8,000.00			
Internal Revenue Services	\$8,000.00			
Accounting	\$2,500.00			
ArLa Memberships	\$400.00			
ArLa Conference	\$1,500.00			
Association of Small and Rural Libraries Conf.	\$2,000.00			
NCIP (Resource Sharing)	\$1,910.00			
Children's Workshop	\$400.00			
Programming	\$8,000.00			
Technology	\$10,000.00			
Print	\$11,500.00			
Misc.	\$1,000.00			
	\$343,205.72			
Budget A	Population	Percentage	Total minus MLS	\$142,805.07 expenses
Cleveland	8,241	5%	\$17,276.65	\$7,140.25
Dallas	7,469	4%	\$13,821.32	\$5,712.20
Grant	18,082	10%	\$34,553.30	\$14,580.51
Hot Spring	33,374	19%	\$65,651.27	\$27,132.97
Saline	118,703	61%	\$210,775.13	\$87,111.09
State Aid to Libraries	Annually	Quarterly		
Cleveland	\$10,136.40	\$2,534.10		
Dallas	\$8,109.12	\$2,027.28		
Grant	\$19,972.79	\$4,993.20		
Hot Spring	\$38,518.30	\$9,629.58	plus \$18,000 MLS	
Saline	\$123,664.04	\$30,916.01	from first pymt.	\$19,974.98
TOTAL	\$200,400.65	\$50,100.17		



Invoice

Page 1
 Invoice INV01339
 Date 09-Jan-2020

Sirsi Corporation
 3300 North Ashton Blvd Ste 500
 Lehi, UT 84043
 Phone 1-800-288-8020

Bill To: Mid-Arkansas Regional Library System

 202 East 3rd Street
 Malvern, Arkansas 72104

Reference #	Payment Terms	Due Date
	Net 30	08-Feb-2020

Description	Amount
Acquisitions	
BLUECloud Analytics	
BLUECloud Mobile	
BLUECloud MobileCirc	
Data Services	
Discount	
Enriched Content	
Enterprise	
eResource Central	
Outreach	
Platinum Services	
SIP-NCIP	
SirsiDynix Core	
SMS	
Symphony Web	

50% of year 1 SirsiDynix products and services due at initial live use of system.	

Invoice Currency is USD

For questions or concerns, please contact:
 @ AccountsReceivable@sirsidynix.com
 Or call 1-800-288-8020

Subtotal \$19,877.50
 Tax \$0.00
 Total \$19,877.50

Payment by bank transfer to:

Account Name: Sirsi Corporation
 Bank Name & Address: Wells Fargo Bank, 299 S.
 Main Street, Salt Lake City, UT 84111
 Account #: 4121523732
 ABA: 121000248
 Swift #: WFBIUS6S

Payment by check to:

Name: SirsiDynix #774271
 Address: 4271 Solutions Center, Chicago, IL 60677-
 4002

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
 International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration
 Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally
 identifiable data.

If paying by wire please reference the invoice number on your bank instructions.

Quotation No: Q2545



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@litx.com

Library Interiors - TX Project ID: Q2545

Date: 1/23/2020

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

Terms Net 30 Days

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

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

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.366025	Mix and Max Rectangular Table 60" x 36" x 25" High PVC Edge, Maple Legs	1,526.55	1,526.55	40%	915.93	915.93
Item 4	TBD	2	MMCS3WD.16	Worden Mix and Max Children's Chair. 16"sh	674.16	1,348.33	40%	404.50	809.00
Item 5	TBD	1	MMTRLWD.366016-X	Worden Mix and Max Bench 60" x 14" x 16" Seat Height Laminate Top	1,526.55	1,526.55	40%	915.93	915.93
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	CFPC45721A	TMC Mother & Baby Computer Carrel/Play Pen	19,445.00	19,445.00	35%	12,639.25	12,639.25



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



Quotation No: Q2545

Tween/Graphic Novel Area

Shelving

Item 11	TBD	1	BIBMOD1	Modify existng Bibliomodel 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
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Furniture

Item 12	TBD	1	MMTROLWD.003629	Worden Mix and Max Children's Table. 36"dia x 29 High PVC Edge, Maple Legs.	1,327.29	1,327.29	40%	796.38	796.38
Item 13	TBD	4	inC.RD.GR3	worden Rocker Dots - Grade 3 Fabric	948.70	3,794.80	40%	569.22	2,276.88
Item 14	TBD	1	4542	Arcadia Haven - Love Seat With Wood Open Arms and Urethane Arm Cap. W 51-1/4 D 30-1/2 H 34 -1/2 Seat Height 18. Inside Seat Width 46 Inside Seat Depth 18-1/2 Arm Height 25-3/4. Grade 5 Fabric	2,928.00	2,928.00	35%	1,903.20	1,903.20

Lower Reading Area

Furniture

Item 15	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 16	TBD	2	GEO.TT.MU	Geo Wedge Tables with Upholstered Top	1,440.21	2,880.41	40%	864.12	1,728.25

Teens

Furniture

Item 17	TBD	4	A7230R-HPL-ANC	OFS Aplause Flip and Nesting Tables 72" x 30" Laminate Top	1,692.00	6,768.00	40%	1,015.20	4,060.80
Item 18	TBD	30	4121	OFS Quickstacker - Plastic Seat and Back	243.00	7,290.00	40%	145.80	4,374.00
Item 19	TBD	4	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	9,492.00	35%	1,542.45	6,169.80
Item 20	TBD	4	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	10,980.00	35%	1,784.25	7,137.00
Item 21	TBD	2	5936	HPFI Accompany Circular 36" dia Occasional Table with Upholstered Sides and Laminate Top - Grade 9 Fabric	2,396.00	4,792.00	40%	1,437.60	2,875.20



Quotation No: Q2545

SECOND FLOOR

Meeting Room

Item 22	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 23	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

Board Room

Item 24	TBD	10	60117	OFS CS2 Conference Room Chairs - Grade 8 Fabric	2,625.00	26,250.00	40%	1,575.00	15,750.00
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BRYANT

Self-Check

Item 25	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 26	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:	142,484.77
Freight:	10,686.36
Installation:	12,111.21
	165,282.33

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

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



LIBRARY INTERIORS OF TEXAS, LLC - TERMS AND CONDITIONS OF SALE

Please read these terms and conditions carefully. All orders for goods and any related services ("Products") by any buyer ("you") from Library Interiors of Texas, LLC ("LI-TX") are governed by these terms and conditions.

- 1. Exclusive Terms.** LI-TX AGREES TO SELL ITS PRODUCTS ONLY ON THESE TERMS AND CONDITIONS. LI-TX EXPRESSLY OBJECTS TO ANY ADDITIONAL OR DIFFERENT TERMS IN YOUR PURCHASE ORDER OR SIMILAR DOCUMENT. No action by LI-TX shall be construed as an acceptance of any additional or different terms. You shall be deemed to have accepted these terms and conditions by any written indication of acceptance, by submitting an order in response to a quotation, by any action affirming your order without objection to these terms and conditions, by accepting any whole or partial shipment of Products, or by making any whole or partial payment to LI-TX.
- 2. Price.** Unless LI-TX agrees otherwise in writing, you agree to pay LI-TX's price in effect at the time an order is accepted by LI-TX for all products and services ordered. Prices do not include freight, insurance, installation, export fees, storage, duties, or sales, use, or excise taxes, any special processing, handling, packaging, or other special treatment, or any other charges, fees, or taxes, all of which are your responsibility; provided, however, that the price shall include ocean freight, duties, and other costs incurred, if any, to bring the Products to the United States. LI-TX reserves the right, by giving you notice at any time before delivery, to increase the price of the Products to reflect any increase in the manufacturing or production cost to LI-TX, any change to delivery dates, quantities or specifications for the Products requested by you, or any delay caused by your instructions or your failure to give LI-TX adequate information or instructions.
- 3. Cancellation of Orders.** You may not cancel an order, in whole or in part, without the written consent of LI-TX. No cancellation will be accepted by LI-TX except on terms that will fully indemnify and reimburse LI-TX against loss, including recovery of all costs incurred by LI-TX, and including indirect and overhead charges and profit.
- 4. Delivery.** You acknowledge that shipment dates and delivery dates are estimates only. LI-TX agrees to use reasonable efforts to meet the estimated shipping date subject to your prompt provision of all necessary specifications and information; however, LI-TX will not be held responsible for any failure to meet an estimated date. If you request a delay in shipment, LI-TX shall have the right to (i) bill you for the Products at the initial requested delivery date, and (ii) bill you for any storage charges incurred. In the case of delivery of Products by installments, you agree that you will not treat the delivery of faulty Products in any one installment or the late delivery or non-delivery of any one installment as a repudiation of the whole contract. Unless special shipping instructions are received and accepted by LI-TX before the shipment date, LI-TX shall, in its sole judgment, determine the means and routing of shipment, or store the Products at your expense until you provide shipping instructions.
- 5. Risk and Title to Products.** Unless otherwise expressly agreed by LI-TX, all shipments are F.O.B. point of shipment. "Point of shipment" shall be, as applicable: LI-TX's dock; for drop shipments, manufacturer's or distributor's dock; for international Products, the United States point of entry. LI-TX will select the origin of all shipments, and all delivery destinations will be subject to LI-TX's approval. Title to and risk of loss for Products will pass at the F.O.B. point.
- 6. Exclusion of Warranties.** You acknowledge that LI-TX is not the manufacturer of the Products, and therefore (a) LI-TX MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND WITH RESPECT TO THE PRODUCTS, and (b) LI-TX EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. All Products are warranted only to the extent of the manufacturer's warranties, which LI-TX will provide to you at your request.
- 7. Limitation of Remedies and Damages.** LI-TX's liability and your remedies under this Agreement will be limited solely to replacement or credit, at LI-TX's option, with respect to Products for which LI-TX has received, within thirty (30) days after your receipt of the Products, evidence satisfactory to LI-TX of defective or incorrect Products. LI-TX'S LIABILITY WILL IN NO EVENT BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCTS. LI-TX WILL NOT BE LIABLE, UNDER ANY CIRCUMSTANCE, FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, LABOR COSTS OR LOST PROFITS RESULTING FROM THE USE OF OR INABILITY TO USE THE PRODUCTS OR FROM THE PRODUCTS BEING INCORPORATED IN OR BECOMING A COMPONENT OF ANY OTHER ARTICLE. NEITHER PARTY WILL HAVE ANY NEGLIGENCE OR OTHER TORT LIABILITY TO THE OTHER, OR TO ANY THIRD PARTY, ARISING FROM ANY BREACH OF THIS AGREEMENT.
- 8. Variations.** Any minor shortages or defects that do not materially affect the use for which the Products are intended will not affect the terms of payment. Products, specifications, and colors may differ slightly from those illustrated in LI-TX's literature and samples. Any typographical or clerical omission in any sales literature, price list, quotation, acceptance of offer, invoice or other document or other information issued by LI-TX shall be subject to correction without any liability on the part of LI-TX.

9. Claims. LI-TX's responsibility for shipment shall cease upon delivery to the carrier. Any claims for damages or loss occurring in shipment shall be made by you directly to the carrier. All other claims for damages, defects, loss, shortages, or incorrect Products must be made within fourteen (14) days after receipt of the Products, unless otherwise agreed by the parties in writing. YOUR FAILURE TO MAKE ANY CLAIM WITHIN THE SPECIFIED TIME PERIOD WILL RESULT IN THE UNCONDITIONAL WAIVER OF THAT CLAIM. LI-TX reserves the right to accept or reject any claim in whole or in part. LI-TX shall not be responsible for any defects caused by your willful or negligent acts, incorrect storage or installation of the Products, or normal wear and tear. Any claim based on a manufacturer's warranty shall be made within the period prescribed by the warranty.

10. Credit Report and Payment. You hereby give LI-TX permission to make all reasonable inquiries into your credit history. Following such reviews, LI-TX will notify you of the payment terms for your orders, which will be one of the following:

- (a) *Net 30 Days.* All amounts for the Products ordered are due within 30 days of date of LI-TX's invoice for the Products.
- (b) *25% Down, Net 30 Days.* You must pay 25% of the order amount upon notice from LI-TX of the terms of payment, and the remaining balance is due within 30 days of date of LI-TX's invoice for the Products.
- (c) *50% Down, Net 30 Days.* You must pay 50% of the order amount upon notice from LI-TX of the terms of payment, and the remaining balance is due within 30 days of date of LI-TX's invoice for the Products.
- (d) *100% Down or Payment Bond.* The full price of all orders must be paid upon notice from LI-TX of the terms of payment. Alternatively, you may provide a payment bond or other security acceptable to LI-TX.

If you are required to make a down payment under the preceding payment terms, LI-TX may not process your order for Products under this contract until such down payment is received by LI-TX. If payment is not made in full by the due date, LI-TX may charge interest at a rate of up to 1 ½% per month (18% per year compounded monthly) on the amount outstanding until its is paid in full. You agree that you will not withhold payment of any amount due because of any other claims or set-off you may have against LI-TX.

11. Collection and Other Fees. You agree to pay LI-TX all costs, including reasonable attorneys fees, incurred by LI-TX in collecting amounts you owe to LI-TX or in otherwise enforcing, asserting, or defending these terms and conditions.

12. Indemnity. If the Products are to be manufactured or any process is to be applied to the Products in accordance with a specification submitted by you, you hereby indemnify LI-TX against all loss, damages, costs and expenses awarded against or incurred by LI-TX in connection with or paid or agreed to be paid by LI-TX in settlement of any claim whatsoever including, but not limited to, infringement of any patent, copyright, design, trademark or other intellectual property rights of any other person that results from LI-TX's use of your specification.

13. No Installation. These terms and conditions do not govern the installation of any Products purchased from LI-TX. Please refer to your installation agreement for the terms relating to installation.

14. Force Majeure. LI-TX shall not be responsible for any failure or delay in the performance of any of its obligations due to causes beyond its control, including, without limitation, fire, storm, flood, freeze, accident, customs or other acts of government, labor disputes, failure or delays of energy, wars, acts of terrorism, riots, public disorders and acts of God.

15. Disputes. Any disputes relating to these terms and conditions shall be decided in accordance with the laws of the State of Texas without reference to conflicts of laws principles. Exclusive jurisdiction and venue of any lawsuit relating to this contract shall lie in the state and federal courts of Travis County, Texas.

16. Miscellaneous. The invalidity or unenforceability of any of these Terms and Conditions shall not affect the validity or enforceability of any other Terms and Conditions. Any delay or failure by LI-TX in enforcing its rights shall not be construed as a waiver of those rights. This Agreement shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, legal personnel, representatives, successors and assigns, but shall not be assignable by you without the written consent of LI-TX. This Agreement constitutes the entire agreement between the parties on the subject matter hereof and supersedes all prior agreements, representations, warranties, statements, promises, arrangements, and understandings, whether written or oral, expressed or implied with respect thereto. Any changes or amendments to these Terms and Conditions must be agreed in writing by both parties.

Public Access and Internet Acceptable-Use Policy

By using a public access computer at Saline County Library you agree to the following guidelines. All users of public access computers and laptop computers are expected to use these resources in a responsible manner and to follow the library's Rules and Regulations. Responsible, ethical uses of resources, including the Internet, include the following:

Using resources for educational, informational and recreational purposes only; not for unauthorized, illegal or unethical purposes. Any ~~commercial or~~ malicious use is prohibited.

Respecting the privacy of others by not misrepresenting ~~or eavesdropping oneself as another user~~; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database. Making only authorized copies of copyrighted or licensed materials. ~~software or data~~. Patron's personal software may not be loaded on library computers ~~without staff knowledge and/or assistance~~.

Not sending, receiving, or displaying inappropriate materials that could reasonably be construed as obscene, ~~graphic, disturbing, offensive, violent, or sexual~~ in either text or graphic formats. Deliberate, continued use of an obscene or illegal site may result in the police being called and computer privileges will be discontinued.

Printing is 10¢ per page for black and white copies and 25¢ per page for color copies. You are responsible for all copies that you print.

The Saline County Library assumes no responsibility for the use of the Internet. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian to determine what is appropriate for his/her child. All internet computers are filtered.

Rules and Regulations

- Patron has a current library card and is in good standing. Patron must have card present, have photo on file, or present a photo ID. Guest passes can be given to ~~visitors. non-Saline County residents~~.
- ~~Patrons using SCL computers must adhere to the Behavior Policy. Failure to do so may result in being asked to leave the library for the day.~~
- ~~Headphones must be used in the lab if you need to use sound. Headphones are available to check out at the Ask Here desk. Splitters are also available if more than one person needs to share sound.~~

- Patrons under the age of 17 who are not accompanied by a guardian and are in good standing may be given courtesy time via a guest pass at the discretion of the Children's Staff.
- Patron is required to sign in using his/her library card **number**.
- Patron respects the **60-90**-minutes per day limit on the Children's computers and the 90 minutes per day limit on the Young Adult and Adult computers. Time may be extended at the discretion of library staff.
- ~~Computers in the Children's Department are divided by age. Young Adult computers are available for patrons ages 13-16. Children's computers are available for patrons ages 5-12. Toddler computers are available for patrons ages 0-4. The toddler computers do not connect to the internet and do not require a library card.~~
- ~~The upstairs computer lab is for patrons ages 17 and up~~

Library staff is available to **assist guide** patrons in their use of the computer resources, but may not be familiar with every application that is available. Due to scheduling constraints, ~~there may not be staff available for~~ one-on-one assistance ~~may not be available~~.

Patron's using SCL's laptop computers must also present a valid driver's license, **school ID, library card, or something of value** which will be held at checkout point until all ~~pieces are~~ equipment is returned.

Laptops can be used anywhere in the library, but may not be taken out of the library. Patron assumes full physical and financial responsibility for the equipment checked out. ~~You are responsible for the laptops; they~~ **Laptops and equipment** should not be left unattended. Report immediately any hardware or software problems to the check-out desk.

When returned, equipment will be inventoried for all pieces and tested. ~~The loan period is 90 minutes per day.~~ All laptops are due back ½ hour prior to closing. The patron is responsible for any missing equipment.

Any attempt to tamper with any piece of equipment or to remove it from the library will be considered theft and the library staff will call the police.

~~Patron has agreed to abide by this Internet Acceptable Use Agreement and these Rules and Regulations when logging onto any public access computer, as well as non-resident.~~ All patrons will have access to the Libraries' wireless connection. Library staff is available to **assist guide** patrons ~~and non-resident patrons~~ to gain access to the wireless connection; however staff cannot assume liability for directly configuring the users

system. It is the sole responsibility of the individual to know how to connect their equipment to the libraries' wireless connection.

Patron has agreed to abide by this Internet Acceptable Use Agreement and these Rules and Regulations when logging onto any public access computer

Failure to abide by this policy will result in computer privileges being suspended for 30 days or being revoked.

Behavior Policy

(Revised 11/19/19)

Personal Code of Conduct

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

1. Leaving children under 13 years of age unattended as outlined in the Unattended Child Policy
2. Leaving children at the library after closing
3. Leaving vulnerable adults unsupervised or unattended
4. Not following the cell phone policy: Cell phone ringers must be set to silent and calls should be in a quiet voice and keep to a minimum. No cell phone use in the computer labs.
5. **Vaping**, use of tobacco products, soliciting, selling, skateboarding or skating, consuming intoxicants, intoxication, spitting, sleeping, or loitering on premises
6. Leaving unattended items
7. Annoying, harassing, or threatening another person
8. Physical, sexual, or verbal abuse of another person
9. Interfering with others' use of the library through poor personal hygiene
10. Eating in the library. Covered beverages are permitted in all areas except computer labs.
11. ~~Leaving automobiles in the parking lot without prior permission.~~ **Saline County does not assume responsibility for lost articles or damage to vehicles parked on Saline County property or elsewhere. No speeding, hap hazardous parking, or loitering will be tolerated.**
12. Demonstrating or picketing inside the building or in such a way as to block access to the building
13. Carrying weapons of any type
14. Defacing, damaging, or stealing library property

15. Uttering profane, obscene, or injurious language

16. Not following the library's "~~Computer Resources and Internet Access~~" **Public Access and Internet Accessible Use** Policy

17. Not wearing proper attire. Footwear, shirts/blouses and pants/skirts/dresses are required at all times

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

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

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

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

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

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