

# AGENDA

**Saline County Library Board of Trustees**  
**11/16/2020 | 3:30 pm**  
**Lower Level, 1800 Smithers, Benton, AR**  
**Microsoft Teams Meeting**

- I. Call to Order
- II. Announcements
- III. Minutes from the 9/21/2020 and 10/22/2020 board meetings
- IV. Financial Reports
  - a. Income and Expense Reports
  - b. Budget Modification Report
- V. Discussion Items
  - a. Friends of the Library Report - none
  - b. Director's Report
  - c. Library Management Team Reports
- VI. Old Business
  - a. Library Board Member Recommendation
- VII. New Business
  - a. Library Deletions
  - b. 2021 Budget
- VIII. Adjourn

Next regular board meeting: 1/25/2020 at 3:30 p.m.

# **Board Meeting Minutes**

September 21, 2020

## Attendees:

Susan Benzick, Board Chair  
Marian Douglas, Board Member  
Lindsay Jordan, Board Member  
Pat Bisbee, Quorum Court Liaison

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

### I. Call to Order

Benzick called the meeting to order at 3:53 PM

### II. Announcements

Patty shared that Rick Johnson, Public Services Manager, is retiring on September 23 and Susan Benzick is moving out of the county within the next few months.

### III. Minutes from the 7/13/2020 and 8/17/2020 board meetings

Douglas moved to accept the minutes from the 7/13/20 board meeting as presented. Jordan seconded the motion, which passed unanimously.

Douglas moved to accept the minutes from the 8/17/20 board meeting as presented. Jordan seconded the motion, which passed unanimously.

### IV. Financial Reports

#### a. Income and Expense Reports

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

#### b. Budget Modification Report

Jordan moved to accept the Budget Modification Report as presented. Douglas seconded the motion, which passed unanimously.

### V. Discussion Items

#### a. Friends of the Library Report

No report.

#### b. Director's Report

Included in packet.

Hector shared that the new furniture for the youth areas in the Benton building and the self-check kiosk stand for the Bryant building are scheduled to arrive on 9/28.

c. Library Management Team Reports

Included in packet: Bryant Branch, IT, Library Manager, Marketing, Public Services, and Youth Services

VI. Old Business

a. Re-Evaluate Pandemic Service Plan

Hector recommended adding browsing appointments to the current service offerings. Patrons would be able to schedule appointments online or by calling either location. Appointments would be scheduled every hour on the hour and patrons would be permitted to come alone or bring up to 4 family members. Based on social distancing guidelines, the maximum number of patrons in the Benton building at one time would be 25 and the maximum in the Bryant building would be 10.

Jordan moved to accept proposed changes to Level III of the Pandemic Service Plan. Douglas seconded the motion, which passed unanimously.

VII. New Business

a. Recommendation for Premium Pay for Manager on Duty

Hector requested premium pay for full-time staff members that serve as Manager on Duty in the Saturday rotation. The premium pay would be \$50 per eight-hour supervisory shift in addition to normal base pay. Erin shared that 5 full-time staff are expected to be in the Saturday rotation between the two locations.

Douglas moved to provide premium pay to up to six full-time staff asked to work in the MOD Saturday rotation through the end of the year when the Board will reassess. Jordan seconded the motion, which passed unanimously.

VI. Benzick adjourned the meeting at 4:40 PM.

Submitted by,

Erin Loy

HR Manager

Board Secretary

# Board Meeting Minutes

October 22, 2020

## Attendees:

Marian Douglas, Board Member  
Lindsay Jordan, Board Member  
Caroline Miller Robinson, Board Member  
Dustin Sanders, Board Member

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

## I. Call to Order

Sanders called the meeting to order at 3:35 PM.

## II. Announcements

Hector shared that Susan Benzick has moved out of the county.

## III. Discussion Items

### a. Director's Report

Hector reported that the appointment-based browsing is going well at both locations and that there hasn't been a fully booked time slot yet. She shared that the MidArk app will soon have an update allowing patrons to manage curbside pickup without having to call in.

The building security alarm system contract is almost up. There have been some issues with the system recently, so Hector is in the process of collecting bids.

## IV. New Business

### a. Library Board Member Recommendation

One prospective board member résumé was received from Robin Freeman. Other prospective board members staff contacted have not yet returned responses.

Miller Robinson moved to table the board member recommendation until the November meeting when more responses may be obtained. Jordan seconded the motion, which passed unanimously.

### b. Creation of Full-Time Position from Two Part-Time Positions

Jordan moved to approve the combining of two part-time positions into one full-time position. Douglas seconded the motion, which passed unanimously.

VI. Sanders adjourned the meeting at 4:02 PM.

Submitted by,

Erin Loy

HR Manager

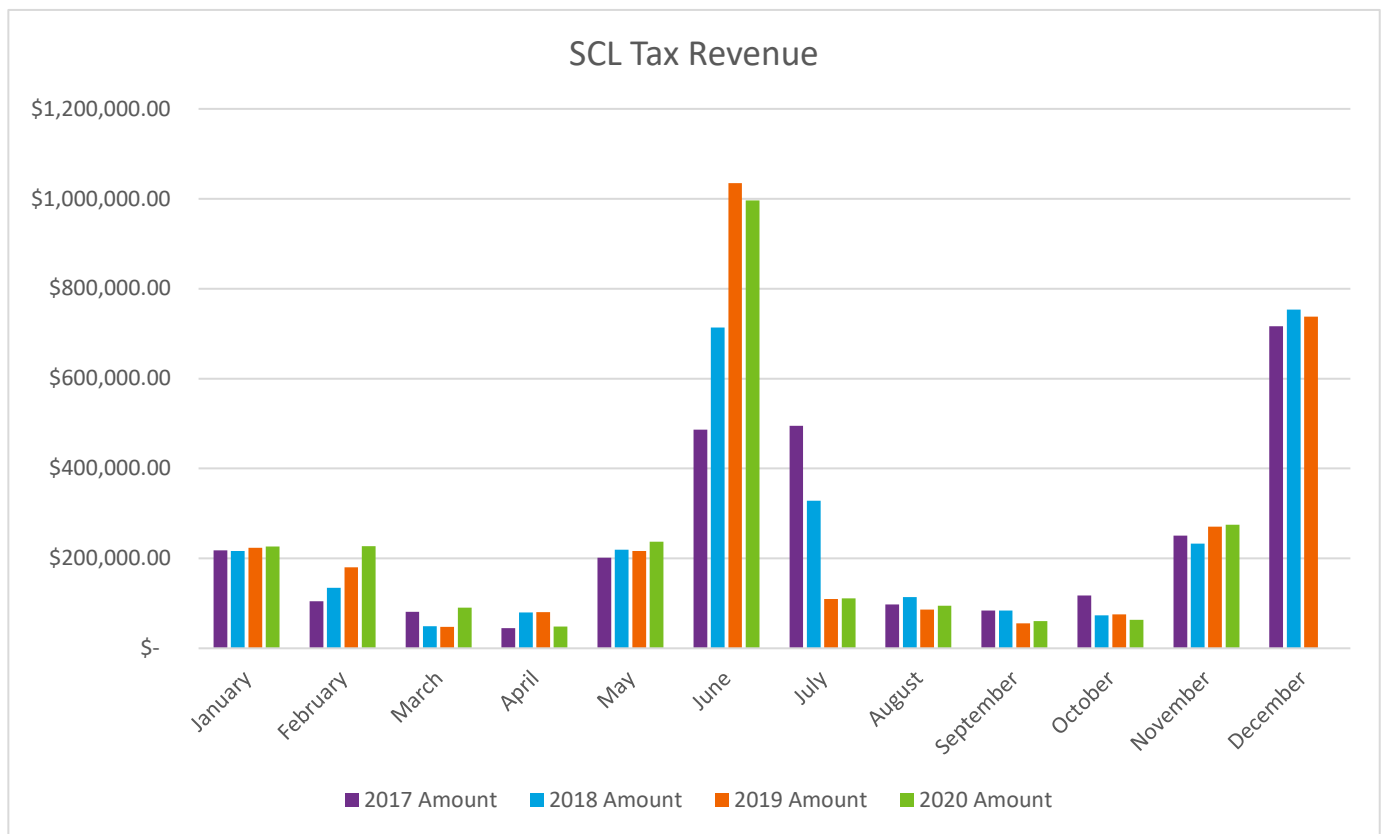
Board Secretary

**Saline County Library  
Operating Budget - Income Report  
Through October 31, 2020**

	Period: 01.01.2020 - 08.31.2020		Period: 09.01.2020 - 10.31.2020		Income Year to Date	
<b>Budgeted Income</b>						
Copies and Printing		5,713.67		116.35		5,830.02
Damage		477.21		38.13		515.34
Fines/Fees		5,377.21		116.47		5,493.68
Interest on Checking		5,528.74				5,528.74
Lost Item		1,001.62		60.65		1,062.27
Replacement Card		140.00		79.50		219.50
State Aid		55,642.48		28,194.66		83,837.14
Tax Receipts		2,030,848.60		123,933.09		2,154,781.69
Temporary/Out of County Patron		30.00				30.00
Total Budgeted Income		2,104,759.53		152,538.85		2,257,298.38
<b>Other Income</b>						
5K Run / Advertising Income		3,834.95		768.60		4,603.55
Book Sale		8,384.68		284.46		8,669.14
Donation		66.75				66.75
Fundraising		652.19		4.67		656.86
Accessories	97.00				97.00	
Book Bags	33.00		4.67		37.67	
Coffee Bar	110.00				110.00	
Earbuds	19.00				19.00	
Flash Drives	37.00				37.00	
Gumballs	356.19				356.19	
Passports		12,455.00		-		12,455.00
Restitution		7,023.57		1,095.50		8,119.07
State Scholarship Money		5,400.00		-		5,400.00
Total Other Income		37,817.14		2,153.23		39,970.37
<b>TOTAL INCOME, OPERATING BUDGET</b>		<b>\$ 2,142,576.67</b>		<b>\$ 154,692.08</b>		<b>\$ 2,297,268.75</b>
<b>Checking Balance as of 10.31.2020</b>	<b>\$2,475,753.77</b>					

# SCL TAX RECEIPTS

Date	2017 Amount	2018 Amount	2019 Amount	2020 Amount	Difference from previous year
January	\$ 217,674.99	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 2,899.76
February	\$ 104,765.40	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 46,896.95
March	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 42,305.76
April	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ (32,283.88)
May	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 20,608.74
June	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ (38,276.89)
July	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 1,375.46
August	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 8,835.28
September	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 5,180.31
October	\$ 117,423.57	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38	\$ (11,762.46)
November	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 4,208.88
December	\$ 716,295.18	\$ 753,148.52	\$ 738,120.00		
	\$ 2,898,190.99	\$ 2,999,085.26	\$ 3,118,024.66	\$ 2,203,732.51	\$ 49,987.91



**Saline County Library**  
**Operating Budget - Expense Report**  
**Through October 31, 2020**

<u>Line</u> <u>Item</u>	<u>Budget Classification</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>
<b>Personnel - Salaries</b>					
	Salaries	\$1,616,974.46	\$1,304,568.19	\$312,406.27	81%
<b>Personnel - Benefits</b>					
600	Social Security Matching	\$125,000.00	\$93,583.14	\$31,416.86	75%
800	Noncontributory Retirement	\$240,000.00	\$195,984.41	\$44,015.59	82%
900	Healthcare	\$228,000.00	\$161,899.08	\$66,100.92	71%
1000	Worker's Comp	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$1,610.47	\$3,389.53	32%
1200	Other Fringe Benefits	\$1,000.00	\$567.00	\$433.00	57%
	<b>TOTAL Benefits</b>	<b>\$605,000.00</b>	<b>\$457,740.10</b>	<b>\$147,259.90</b>	<b>76%</b>
	<b>TOTAL Personnel Fund</b>	<b>\$2,221,974.46</b>	<b>\$1,762,308.29</b>	<b>\$459,666.17</b>	<b>79%</b>
<b>Supplies</b>					
1600	Printing	\$10,000.00	\$3,385.59	\$6,614.41	34%
1700	General Office Supplies	\$30,458.71	\$16,788.43	\$13,670.28	55%
2000	Janitorial Supplies	\$8,000.00	\$7,817.71	\$182.29	98%
3300	Service Contracts	\$120,000.00	\$94,829.54	\$25,170.46	79%
<b>Professional Services</b>					
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$11,092.25	\$3,907.75	74%
4900	Telephone	\$30,000.00	\$19,938.62	\$10,061.38	66%
5000	Postage	\$10,000.00	\$6,295.26	\$3,704.74	63%
<b>Transportation</b>					
2500	Fuel for Library Vehicle	\$3,000.00	\$769.99	\$2,230.01	26%
5200	Mileage Reimbursement	\$1,606.15	\$406.78	\$1,199.37	25%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$849.41	\$6,150.59	12%
<b>Advertising and Marketing</b>					
5500	Advertising and Marketing	\$22,588.01	\$19,334.62	\$3,253.39	86%
<b>Insurance</b>					
5800	Fire and Extended Coverage	\$15,000.00	12435.00	\$2,565.00	83%
5900	Vehicle Insurance	\$4,000.00	2607.54	\$1,392.46	65%



**Saline County Library**  
**Operating Budget - Expense Report**  
**Through October 31, 2020**

<u>Line</u> <u>Item</u>	<u>Budget Classification</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>
<b>Utilities</b>					
6100	Electricity	\$75,600.00	\$59,069.05	\$16,530.95	78%
6200	Gas	\$15,000.00	\$9,724.32	\$5,275.68	65%
6300	Water	\$5,000.00	\$2,083.44	\$2,916.56	42%
6400	Waste Disposal	\$5,155.00	\$4,224.73	\$930.27	82%
<b>Repairs and Maintenance</b>					
6500	Buildings and Improvements	\$50,000.00	\$4,774.28	\$45,225.72	10%
6600	Machinery and Equipment	\$40,000.00	\$6,172.26	\$33,827.74	15%
<b>Miscellaneous</b>					
7300	Dues and Memberships	\$5,000.00	\$2,280.00	\$2,720.00	46%
7900	Meals and Lodging	\$7,500.00	\$2,667.86	\$4,832.14	36%
8200	Refunds	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500	Programming	\$81,347.20	\$47,315.70	\$34,031.50	58%
8600	Computer Software	\$63,187.00	\$69,042.67	-\$5,855.67	109%
8700	Staff Development	\$6,000.00	\$1,732.00	\$4,268.00	29%
8752	Fundraising	\$3,322.65	\$152.11	\$3,170.54	5%
<b>Materials</b>					
8800	Books, Magazines, and other sources	\$550,000.00	\$347,785.49	\$202,214.51	63%
<b>Capital Outlays (from State Aid)</b>					
9100	Building and Furniture	\$100,000.00	\$95,985.39	\$4,014.61	96%
9300	Machinery and Equipment	\$60,021.65	\$19,168.03	\$40,853.62	32%
<b>Grant 2019</b>					
G2019	John Cotton Dana Award Grant	\$9,085.56	\$0.00	\$9,085.56	0%
<b>Total 2020 Budget</b>		<b>\$3,582,246.39</b>	<b>\$2,636,503.85</b>	<b>\$945,742.54</b>	<b>74%</b>
Anticipated Millage Fund		\$3,118,024.00			
Anticipated State Aid		\$119,215.31			
Anticipated Fines, Fees and Copies		\$25,000.00			
Anticipated Interest		\$20,000.00			
Anticipated Rollover		\$275,000.00			
		<u><b>\$3,557,239.31</b></u>			
				<b>Checking Balance as of 10.31.2020:</b>	
				<b>\$ 2,475,753.77</b>	

<p align="center"><b>Saline County Library</b>  <b>2020 Budget Modification Form</b></p> <p><b>Prepared By:</b> Brad Crumby</p> <p align="right"><b>Date:</b> 11.16.2020</p>		
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

<p align="center"><b>Saline County Library</b>  <b>2020 Budget Modification Form</b></p> <p><b>Prepared By:</b> Brad Crumby</p> <p align="right"><b>Date:</b> 11.16.2020</p>		
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

<p align="center"><b>Saline County Library</b>  <b>2020 Budget Modification Form</b></p> <p><b>Prepared By:</b> Brad Crumby</p> <p align="right"><b>Date:</b> 11.16.2020</p>		
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

[illegible]

# **Library Director's Report**

## **November 2020**

### **Management Training with VIP<sup>2</sup>**

Three weeks ago we had 16 hours of training with Jon Harrison from VIP<sup>2</sup>. We did it virtually and spaced it over a week and a half. It was excellent training that really spoke to the kind of leaders we want to be—values-driven, informed, and passionate people. The second half of the training is for non-management staff. We will have it as soon as VIP<sup>2</sup> is available.

### **Click & Go Curbside Pickup**

SirsiDynix's new software went live November 2. It makes curbside pickup much faster. We haven't had very many patrons use it yet, but we only started promoting it Monday, Nov. 9<sup>th</sup>. Patrons use it on their phone through their Mid-Ark app.

### **Browsing Appointments**

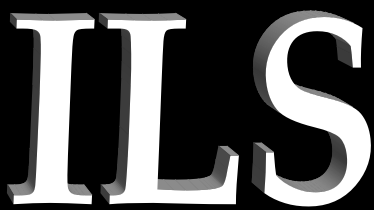
Appointments are going well. We only hit the maximum number of appointments once a day a couple of times a week. I think we can consider using the maximum number of people instead of max appointments or at least adding a few more appointment slots. Staff will talk about this at their next staff meeting.

### **Symphony Update**

Julie and I are working with Mid-Ark libraries on some improvements to our database and some reports that we want to see done on a regular basis. There are also changes we want to make to Enterprise (the catalog patrons see) to improve the patron experience.

### **Book Vending Machine vs Book Hold Lockers**

Staff have looked at the products and found a company that we really like—International Library Services, Inc. They have both lockers and kiosks. The kiosk, or lending library, has a machine for books and one for dvds, videogames, and cds. They are separate products. The book kiosk only lets you choose from the first book on display. The media kiosk lets you choose any dvd in the machine. Kari is working on getting feedback from the EastEnd community to see which one would fit their needs. We have quotes on all three.



**International Library Services, Inc.**  
8205 Killean Way  
Potomac, MD 20854  
Public Information Kiosk Division.  
P 301-916-1500 ext 256

---

**Confidential**  
**Library Media Box : Model 750G**  
**Exclusive Pricing for Saline County Library, AR**  
**November 11, 2020**

Library Media Box (Model 750G) : \$42,900.00

Freight, Installation and Training : 3,450.00

*Inclusions : Library Media Box Machine, First year maintenance fee (parts and labor), customized configuration for material types, i.e. DVDs, CDs, and Blue-Ray. Complete system integration with ILS and reader for RFID tag or 2D barcodes; Software for 2D barcode conversion (if no RFID), Screens customized with library name and/or logo and exterior vinyl graphics for front of machine and header panel as per spec's provided by PIKinc.. Also includes 750 Custom snap cases.*

**Options Available :**

:

Software module to provide Holds rather than Browsing : \$4,700/each

Additional cases:	(min quantity order: 250):	\$562.00
	(quantity: 1000)	\$2000.00

---

*Pricing does not include applicable local, State or Federal taxes, if any.*

*Second year maintenance fee is estimated at : \$5,500 each. for Model 750G*

For more information contact:

Fred E. Goodman P: 1.866.883.0300, ext. 256 fredg@pikinc.net



**International Library Services, Inc.**  
8205 Killean Way  
Potomac, MD 20854  
Fka Public Information Kiosk, Inc.  
P 301-916-1500 ext 256

---

**Confidential**  
**Pricing for Lending Library**  
**Saline County Library, AR**  
**11/11/20**

**Lending Library :**

*Inclusions : Lending Library Machine, First year maintenance fee (parts and labor), customized configuration for material types, complete system integration with IL S, and customized with library name and/or logo*

Standard New Digital Model	29,500.00
Freight, Installation and Training: Saline County Library AR	\$ 3,200.00

**Additional Options Available:**

Lexan Door (upgrade from standard soda-line glass)	\$400.00
LED Message Board for top of machine :	\$465.00 <b>FREE</b>

Custom Graphics Wrap on side panels :	\$1,425.00
---------------------------------------	------------

New E-Book Hot spot with 19 " Monitor <i>and all system integration for public to download ebooks from services subscribed to by your library including Overdrive, 3M Cloud Hoopla, Digital Magazines, Freegal etc.</i>	\$4,700.00
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

*Quote valid for 60 days for US pricing.  
Pricing does not include applicable taxes.*

*P.O. and 50% of machine cost must be submitted at time of order*

For more information contact:

**Fred E. Goodman,**  
**President**  
**International Library Services, Inc**  
**301 916-1500 ext 256**  
[fredg@Internationallibraryservices.com](mailto:fredg@Internationallibraryservices.com)



**International Library Services, Inc.**  
8205 Killean Way  
Potomac, MD 20854  
Public Information Kiosk Division  
P 301-916-1500 ext 256

---

**Confidential Price Quote  
Intelligent Locker System.  
For the  
Saline County Library, AR  
November 11, 2020**

1 Kiosk with 1 Tower containing <b>12 various size lockers:</b>	\$18,900.00
(Kiosk has Touchpac, security camera and barcode scanner) -	
Freight, Installation; and Training. ....	<u>2,400.00</u>
	<b>\$ 21,300.00</b>

1 Kiosk with 2 towers containing <b>20 various Size lockers:</b>	\$23,250.00
(Kiosk has Touchpac, security camera and barcode scanner) -	
Freight, Installation; and Training. ....	<u>2,700.00</u>
	<b>\$25,950.00</b>

1 Kiosk with 3 towers containing <b>28 various Size lockers:</b>	\$29,500.00
(Kiosk has Touchpac, security camera and barcode scanner) -	
Freight, Installation; and Training. ....	<u>3,200.00</u>
	<b>\$32,700.00</b>

**Prices available up to 60 or more lockers in a range.** Prices include complete Intelligent System including the Lockers with the Touchpac full touch search station; the Proprietary Intelligent Locker Software and custom screens. It also includes software and hardware service and support including parts and labor for the first 12 months of operation.

Freight and Installation as quoted above.

Prices guaranteed for 60 days. Taxes (if any) are not included. Terms, 50% due with Purchase Order.

NOTE: Delivery 6 – 8 weeks from receipt of Order

Additional Quantity Discounts available.

**Library Management Team Report**  
**Bryant Branch**  
**November 2020**

- First, I would like to thank the board for creating a full-time position for the branch. Bella Cusimano, who has been with the library for just over one year, moved from part-time to full-time to fill the position. She has taken on the responsibility of maintaining and organizing the hotspot collection.
- Library usage is continuing to remain strong considering the pandemic restrictions.
  - We had 199 different computer use sessions during the month of October.
  - We have one patron who is consistently using Curbside Click & Go since discovering it on the app! We are hoping to see the usage grow as patrons become familiar with the feature.
  - Our browsing appointments are sparse, but the patrons that are coming in are appreciative of the opportunity.
- The Branch Shelver, Rachel Hall will be moving to fill a part-time Public Services position in Benton. We will definitely miss her, but we are happy for her advancement within the library.
  - We hope to begin interviewing for the Branch Shelver position within the next week.

Submitted by,  
Leigh Espey  
Branch Manager

# **Library Management Team Report**

## **Library Manager**

### **November 2020**

#### **Fall Adopt-A-Street Cleanup**

We participated in our Fall Adopt-A-Street Cleanup on Monday, November 16. We had seven staff members to participate, and shared a Sonic drink after our cleanup. City of Benton Economic Development has been notified of our Community Service project.

#### **Community Engagement Department**

The Community Engagement Department is now fully staffed, and we have been meeting weekly to begin the coming together process with our Community Librarian, Outreach Librarian, and two Adult Programmers. Congratulations to Brittany Carter and Mason Newberry who were hired as Adult Programmers last month. They are both being acclimated to their new positions within the Community Engagement Department, and have begun collaborating with the Marketing and Youth Services Departments. We are looking forward to them bringing their amazing ideas to life and offer versatile programs for all adults, as well as intergenerational programming. Alissa & Brittany both participated in Bryant's Fall Fest and Benton's Trunk or Treat, which was very well received by the community. Next week, we begin our Holiday Bingo on Tuesday evenings, and anticipate a nice participation. Our Homebound patrons will be receiving their tablets and hotspots very soon that were purchased with the ALA Census Mini-Grant, as our Outreach Librarian, Becky, is finishing up getting everything ready for our Homebound patrons. Big thanks to everyone for their hard work.

#### **VIP<sup>2</sup> Training**

We recently finished up an amazing and dynamic Leadership Training with VIP<sup>2</sup>, facilitated by Jon Harrison and Tanner Hubbard. Really looking forward to utilizing their suggestions with everyone.

Submitted by,  
Janine D. Miller, MLS  
Library Manager



# **Library Management Team Report**

## **Marketing**

### **November 2020**

Our website recently went through Phase 1 of upgrades! Below is a list of the changes made by Flex 360:

- Library Market Calendar Integration: Phase 1
- (2-2d) Resources & Services
- FAQs design
- Move alert bar to top of site
- Move helpful quick links to top of site
- Add "reserve a browsing appointment" to helpful quick links
- Update navigation
- Remove social links from header
- Change "We're more than" to "We are more"
- Hard-code "We are more" resource words
  - books.
  - technology training.
  - online research.
  - downloads and streaming.
  - events.
  - passports.
- Change "Used Book Store" feature to "Pocket Librarian"
- Remove pre-footer section (From Anywhere / Inside the Library)
- Remove text re: many newsletters to choose from
- Update newsletter sign-up link
- tag wrapping

Other items that Jordan and I have added recently are contact forms for program attendance tracking, staff page with Bitmojis, and Library of Things page (still being updated).

We experimented with Facebook LIVE costume closet "sales" in October and that went really well that we are going to do one or two for our Used Book Store to promote the store being open and a different way to get some revenue through the book store.

We are also posting our Library of Things collections in Facebook albums very soon that will drag traffic to the catalog for those things.

Our magazines will be done a little differently starting in December. We are going to print less and do a giveaway for readers to a local store. This is to hopefully encourage click rates for the digital magazine and promote relationships with local businesses.

Starting November 20<sup>th</sup>, we are going to push out a Small Business Saturday BINGO card. This card will have 24 local businesses on it and a FREE space that is used if they checkout a material from the library. If 24 businesses do not sign up, we will mix in some library tasks like downloading music from Kanopy or taking a Lynda.com tutorial. But, the main focus is tying our community to think of small businesses and the library as a partnership that works together. The Bingo cards will be returned or emailed back us by Dec 8<sup>th</sup>. Prize drawings will take place for a 5 space BINGO and a 10 space BINGO. (BINGO will just be considered spaces were marked. This doesn't have to be in order since the tasks are so specific and involve spending money. We did not want to make it too hard for our patrons.)

We hope to host an East End focus group the beginning of December to discuss options of putting a kiosk or locker in the area.

Strategic Planning is underway. The committee has been created. We will have our first official meeting at the beginning of 2021.

Submitted by,  
Kari Beesley  
Marketing Manager

**Library Management Team Report**  
**Public Services**  
**November 2020**

The Public Services Department is going above and beyond with maintaining browsing appointments, curbside service, assisting patrons with computers, and more.

Our browsing appointments started on October 5<sup>th</sup>, which are going smoothly. The majority of our patrons have been excited and are thankful to be back in the library. Just in October, we had a total of 370 appointments with over 600 patrons that came into the library. Even though browsing is available, patrons are still enjoying our curbside service. Our statistics have shown major growth and popularity with that service. Computer usage has also increased. In September, just under 400 patrons used computers, while in October, almost 440 patrons used our computers.

In October, Grant McKee moved from part-time to full-time in our department. Grant has worked in Public Services since 2018. With Mason Newberry and Brittany Carter changing positions, we have interviewed and hired two new part-time employees. We are beyond excited to have Rachel Hall and Elizabeth Nalley start in our department later this month.

Submitted by,  
Rebecca Kidder  
Public Services Manager

## **Library Management Team Report**

### **Youth Services**

### **November 2020**

The second annual Winter Reading Program will begin this November. Patrons will register and log their reading using our virtual software, Beanstack. We have decided to run the program this year from November 23 to January 30 so that we can encourage reading during the Thanksgiving school break. In order to earn a prize, registrants must read for 40 days during the challenge period.

We will be making special take home activity kits for kids in December. Take and make gifts for younger kids, a cinnamon stick ornament and puzzle piece picture frame, and light themed STEM kits for older kids.

Over the past couple months, Becca has created the Makerspace Grab and Go Kits, which contain a Makerspace activity with supplies. She has also created the Makerspace Craft Kits in our Library of Things. There are 10 of these available, including wood burning, jewelry making, painting, and paper crafts.

Many of the youth services staff are attending virtual conferences and trainings this fall to continue their professional development, YALSA (Young Adult Library Services Association), NAEYC (National Association for the Education of Young Children), and VIP2 Leadership Training.

Wendy, Sara, and myself have begun live virtual storytimes at daycares, preschools, and schools in Saline County. We are reaching out to more locations to hopefully add more recurring live virtual storytimes to our calendar in January.

Things to look forward to, drive in storytimes and new book spotlight videos!

Submitted by,  
Sarah Beth Lesko  
Youth Services Manager



# SALINE COUNTY LIBRARY

**Bob Herzfeld Memorial Library**  
1800 Smithers, Benton, AR 72015

**Mabel Boswell Memorial Library**  
201 Prickett Road, Bryant, AR 72022

## Potential Library Trustee Questionnaire

**Name:** Allison Nolley

**Phone Number:** 501-317-8556

1. Are you a registered voter in Saline County? (This is a legal requirement.)  
Yes
2. What do you know about being a public library trustee?  
Trustees work with the managers of the library to help maintain the finances, budget, and policies of the library; help with fundraising; make sure the buildings and inventory are well-maintained; and advocate for the library in the community. I understand that this is a volunteer position.
3. How often do you use the Saline County Library?  
I go to the library several times a year, sometimes just to find a quiet place to read. I use the Libby and Hoopla apps 2-3 times a month, almost every month, to download ebooks and audiobooks. I use these apps more often than I check out physical books.
4. What special skills do you have that might benefit the board or library?  
I have computer skills, including Microsoft Word and Google Drive. I have served on a variety of committees, and have served as the secretary of some of the committees where I took notes and provided minutes for the committees. I have helped organize fundraisers. I also understand the importance of attending meetings.
5. Would you be willing to ask others for a donation for the library or to participate in library fundraisers?  
I would be more than happy to help with any fundraising efforts that would benefit the library.
6. Is there something you would like to see changed about the Saline County Library? Please explain.  
I think that our library does an excellent job serving the community. I have been especially impressed with services and activities that have been provided during the pandemic! I cannot think of any changes that I would make at this time.
7. What other community services/ organizations are you currently involved in?  
I play handbells and serve on the Grieve and Care committee at First United Methodist Church.
8. What constitutes an "excellent public library" in your mind?  
A public library should be a welcoming, safe environment that not only provides books and resources to the community, but should also provide a space for people of all ages to learn about a variety of subjects through educational opportunities. It should be a place where families can bring their young children to learn about the joys of books and reading, where teens can come work with a study group, and where older adults can take advantage of resources that are provided in the library. The library should also be present in the community, such as at school activities, encouraging people to take advantage of the facilities.

## Allison Nolley

501-317-8556    anolley@bentonschools.org    13 Azalea Cir, Benton, AR 72019

## Experience

### **SPECIAL EDUCATION PARAPROFESSIONAL, BENTON HIGH SCHOOL**

#### **2011-PRESENT**

- work one-on-one with students using the PCI reading program, including documentation of student progress
- work with students on tasks and classroom work - small groups and one-on-one
- help students with personal care - brushing teeth, brushing hair, toileting, etc.
- work with students on life skills and transition skills to help them live as independently as possible in their post-secondary life - cooking, laundry, sweeping, cleaning, etc.
- create tasks/classroom materials, write letters, do other computer work as requested by Mrs. Crow
- helped establish and develop our current on-site job skills program - contacted potential businesses; created letters for parents including information about the program and permission slips; arranged transportation to and from the job sites; worked with business partners on schedules, student activities, student progress and behavior; worked with therapists to schedule on-site therapies
- “Panther Paws Dog Treats” - created a dog treat project - students baked dog treats and sold them in the community; created a presentation of our dog treat business and job sites program at a Council for Exceptional Children (CEC) Conference in Hot Springs
- “Panther Perks” - initiated what became our current program in which students prepare meals and coffee/snacks for our BHS faculty; create order forms using Google Forms; collect money and fill out deposit slips; prepare shopping lists based on the number of orders; order supplies as needed; created documents using the Apple Numbers page to manage incoming orders and track program finances; helped write a grant proposal for program funding through the CEC; created a presented a program on our Panther Perks program for the CEC conference
- organized a Transition Fair for students and parents - contacted potential schools and organizations that helps students with post-secondary opportunities; prepare letters for parents and students containing information about the fair; made arrangements for use of school facilities; created a schedule of classes to attend the fair

### **SUBSTITUTE TEACHER, KELLY SERVICES 2010-2011**

Worked as a substitute teacher in the Benton School District through Kelly Services - scheduled jobs through the Kelly Services website or on request of teachers

## **TEACHER IN AFTER-SCHOOL/SUMMER PROGRAM, FIRST UNITED METHODIST CHURCH OF BENTON 2008-2010**

Supervised students in after-school and summer activities; created summer programs for students including scheduling field trips, activities, and daily schedules; worked with directors to establish daily/weekly schedules; oral and written communication with parents using calendars and letters about the program and activities; documentation of incidents and accidents; transported students from elementary school to the church and on field trips;

## **Teacher, The Shepherd's Fold Weekday Ministries, First United Methodist Church of Benton 1996-2004**

Worked with 3 and 4 year old children; created lesson plans based on a weekly theme; established and followed a morning routine including lessons, songs, activities, Bible lessons, play-ground activities, games, and centers; created monthly calendars and letters as a form of communication for parents; documented incident and accidents reports; planned and attended field trips; worked with older students in the after-school/summer programs as needed; followed licensing procedures as directed by the state

## **Skills**

Experience working with Google Docs, Google Forms, Apple Numbers, Apple Pages, Microsoft Word

## **Education**

Pulaski Technical College - 2016-2018

University of Arkansas at Little Rock - 1992-1995

Benton High School - Graduated 1988

## **References**

**Jill Crow - [jcrow@bentonschools.org](mailto:jcrow@bentonschools.org)**  
CBI Teacher - Benton High School  
6995 Beatrice Lane, Traskwood, AR, 72167  
501-326-2988

**Paula Tharp - [paulatharp17@yahoo.com](mailto:paulatharp17@yahoo.com)**  
Orientation to Teaching teacher – retired  
P.O. Box 45, Greenland, AR, 72737  
501-574-8625

**Almeda McCormack - [mccoral@att.net](mailto:mccoral@att.net)**  
Director at The Shepherd's Fold – retired  
1101 Griffey, Benton, AR 72015  
501-860-4361

**Kie Baxley - [Kiebaxley@sbcglobal.net](mailto:Kiebaxley@sbcglobal.net)**  
P.O.Box 684, Benton, AR 72018  
501-860-4608

**Items to be Deleted from Inventory**  
**November 16, 2020**

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
0447	Table	*500.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0493	Chair	*150.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0809	Side Table	368.27	Aug 2003	Innerplan	Donate to nonprofit or partner library
0879	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0889	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0894	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0896	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0901	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0902	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0903	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0904	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0905	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0906	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0907	Toddler Chair	*50.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0908	Toddler Round Table	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0909	Toddler Round Table	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library



0915	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0917	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0918	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0919	Toddler Side Table	265.05	Aug 2003	Innerplan	Donate to nonprofit or partner library
0920	Toddler Cushioned Chair	85.50	Aug 2003	Innerplan	Donate to nonprofit or partner library
0921	Toddler Couch	*150.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0922	Toddler Side Table	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0923	Toddler Couch	*150.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0926	Toddler Chair	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0927	Toddler Chair	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0930	Bench	320.00	Aug 2003	Innerplan	Donate to nonprofit or partner library
0931	Toddler Chair	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0932	Toddler Chair	*100.00	Aug 2003	Unknown	Donate to nonprofit or partner library
0957	Table	*500.00	Jan 2000	Unknown	Donate to nonprofit or partner library
0997	Table	*200.00	Jan 2000	Unknown	Donate to nonprofit or partner library
1033	Table	*200.00	Jan 1999	Unknown	Donate to nonprofit or partner library
1205	Table	*250.00	Jan 2000	Unknown	Donate to nonprofit or partner library
1295	Gaming Chair	149.78	May 2006	Roten's Furniture	Donate to nonprofit or partner library
1296	Gaming Chair	149.78	May 2006	Roten's Furniture	Donate to nonprofit or partner library

1297	Gaming Chair	149.78	May 2006	Roten's Furniture	Donate to nonprofit or partner library
1439	Chair with tree cutout	74.97	Jun 2007	Demco	Donate to nonprofit or partner library
1441	Chair with tree cutout	74.97	Jun 2007	Demco	Donate to nonprofit or partner library
1889	End Table	368.27	Aug 2003	Innerplan	Donate to nonprofit or partner library
2085	Table	199.00	Apr 2010	Lakeshore	Donate to nonprofit or partner library
2086	Chair	41.95	Apr 2010	Lakeshore	Donate to nonprofit or partner library
2087	Chair	41.95	Apr 2010	Lakeshore	Donate to nonprofit or partner library
2088	Chair	41.95	Apr 2010	Lakeshore	Donate to nonprofit or partner library
2089	Table	229.00	Apr 2010	Lakeshore	Donate to nonprofit or partner library
2479	Silver Table	199.99	May 2011	Demco	Donate to nonprofit or partner library
2481	Clock	29.99	May 2011	Target	Donate to nonprofit or partner library

# Saline County Library

## 2021 Draft Budget

Item #	Budget Classification	2019	2020	2021	Notes
	<b>Full-time Salaries</b>	<b>\$1,320,813.50</b>	<b>\$1,430,064.02</b>	<b>\$1,384,384.86</b>	scenarios for raises in separate spreadsheet
	<b>Part time Salaries</b>	\$197,066.48	\$236,733.57	\$193,117.90	
	<b>Total Salaries</b>	<b>\$1,517,879.98</b>	<b>\$1,666,797.59</b>	<b>\$1,577,502.76</b>	
	<b>Benefits</b>				
600	Social Security Matching (7.65%)	\$125,000.00	\$127,000.00	\$127,000.00	
800	Noncontributory retirement (14.5%)	\$245,000.00	\$246,000.00	\$246,000.00	
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	
	<b>Total Benefits</b>	<b>\$599,400.00</b>	<b>\$613,000.00</b>	<b>\$613,000.00</b>	
	<b>Grand Total Personnel Fund</b>	<b>\$2,117,279.98</b>	<b>\$2,279,797.59</b>	<b>\$2,190,502.76</b>	
	<b>Other Services and Charges</b>				
	<b>Supplies</b>				
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	
	<b>Professional Services</b>				
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, books-by-mail and ILL
	<b>Transportation</b>				
5200	Mileage Reimbursement	\$1,500.00	\$1,000.00	\$1,000.00	
2500	Fuel for Vehicle Use	\$3,000.00	\$3,500.00	\$3,000.00	
5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,000.00	\$1,000.00	
	<b>Advertising and Marketing</b>				
5500	Advertising and Marketing	\$20,000.00	\$25,000.00	\$25,000.00	
	<b>Insurance</b>				
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	
	<b>Utilities</b>				
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	
	<b>Repairs and Maintenance</b>				
6500	Building and Improvements	\$50,000.00	\$40,000.00	\$40,000.00	energy assessment improvements
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	\$40,000.00	
	<b>Miscellaneous</b>				
7900	Meals and Lodging	\$7,500.00	\$7,500.00	\$1,000.00	
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	\$55,000.00	purchased new software for virtual work
8700	Staff Development	\$6,000.00	\$6,000.00	\$6,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00	\$1,000.00	
	<b>Materials</b>				
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	\$550,000.00	
	<b>Capital Outlays (from State Aid)</b>				
9100	Building and Furniture	\$100,000.00	\$150,000.00	\$100,000.00	furniture for meeting room, patron seating
9300	Machinery and Equipment	\$60,000.00	\$30,000.00	\$40,000.00	
	<b>Total Other Services and Charges</b>	<b>\$1,335,155.00</b>	<b>\$1,320,155.00</b>	<b>\$1,285,000.00</b>	
	<b>Total Budget</b>	<b>\$3,452,434.98</b>	<b>\$3,599,952.59</b>	<b>\$3,475,502.76</b>	
	<b>Income</b>				
	Millage*	\$2,999,085.26	\$3,118,024.00	\$3,168,012.00	
	State Aid	\$109,866.25	\$119,215.31	\$119,215.31	
	Fines, Fees, and Copies	\$90,000.00	\$10,000.00	\$5,000.00	
	Interest	\$20,000.00	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$250,000.00	\$200,000.00	\$250,000.00	
	Passports		\$15,000.00	\$5,000.00	
	Book Sales		\$10,000.00	\$10,000.00	
	Fundraising		\$5,000.00	\$0.00	
	<b>Projected Revenue</b>	<b>\$3,468,951.51</b>	<b>\$3,497,239.31</b>	<b>\$3,577,227.31</b>	

\*previous year's tax receipts are used

## Saline County Library

### 2021 Personnel Budget Options

Salaries	2020 Approved	2021 No Raise	3.5% COLA	4% Raise	5% Raise
Full-Time Salaries	\$1,430,064.02	\$1,384,384.86	\$1,432,747.33	\$1,432,747.33	\$1,439,656.25
Part-Time Salaries	\$236,733.57	\$193,117.90	\$199,877.03	\$200,842.62	\$202,773.80
<b>Total Salaries</b>	<b>\$1,666,797.59</b>	<b>\$1,577,502.76</b>	<b>\$1,632,624.36</b>	<b>\$1,633,589.95</b>	<b>\$1,642,430.05</b>
Benefits	2020	2021 No Raise	3.5% COLA	4% Raise	5% Raise
600 Social Security Matching (7.65%)	\$127,000.00	\$127,000.00	\$127,000.00	\$127,000.00	\$127,000.00
800 Noncontributory retirement (15.32%)	\$246,000.00	\$246,000.00	\$246,000.00	\$246,000.00	\$246,000.00
900 Insurance	\$228,000.00	\$228,000.00	\$228,000.00	\$228,000.00	\$228,000.00
1000 Worker's Comp	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
1100 State Unemployment (0.5%) 47 over 7,000	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
1200 Other Fringe Benefits (COBRA)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total Benefits</b>	<b>\$613,000.00</b>	<b>\$613,000.00</b>	<b>\$613,000.00</b>	<b>\$613,000.00</b>	<b>\$613,000.00</b>
<b>Total Personnel Budget</b>	<b>\$2,279,797.59</b>	<b>\$2,190,502.76</b>	<b>\$2,245,624.36</b>	<b>\$2,246,589.95</b>	<b>\$2,255,430.05</b>
Total Budget	\$3,599,952.59	\$3,475,502.76	\$3,475,502.76	\$3,475,502.76	\$3,475,502.76
Percentage of Budget	63%	63%	65%	65%	65%
<b>Change from 2020</b>		<b>-\$89,294.83</b>	<b>-\$34,173.23</b>	<b>-\$33,207.64</b>	<b>-\$24,367.54</b>