

AGENDA

Special Meeting

**Saline County Library Board of Trustees
1800 Smithers | Benton, AR | Lower Level and via Teams
December 11, 2020 | 3:30 p.m.**

- I. Call to Order
- II. Announcements
- III. Discussion Items
 - a. Director's Report
- IV. Old Business
 - a. Corrected 2020 Income Reports & Expense Reports
 - b. Corrected 2020 Budget Modifications
 - c. 2021 Draft Budget
- V. New Business
 - a. Deletions
 - b. Evaluation of Premium Pay Policy
- VI. Adjourn

Next regular board meeting: January 26, 2021 at 3:30 p.m.

Library Director Report

December 2020

Circulation and Browsing

The number of patrons using the library has dropped somewhat since the spike in Covid-19 cases in October and November. The number of patrons using Click & Go is increasing. We got signs for our parking spaces that are dedicated to C&G.

Even with browsing appointments and curbside holds pickup, circulation is still down every month since the pandemic started. Our virtual programs are still pulling in lots of patrons.

Friends of the Library

The Friends met on Wednesday and are hoping to begin to start working in the book store one at a time for short periods of time. Kari and Jordan have been running virtual booksales online through Facebook that have been extremely popular and have raised around \$200 in the last two weeks. Kari also had an idea for a subscription gift box (like Bark Box) that uses books from the bookstore plus items like fuzzy socks, a Christmas mug, popcorn and candy. They are priced at \$10 and she's already sold two. Friends make a \$6.00 profit. The Friends are excited to keep this going throughout the year.

EastEnd Focus Group

The focus group meeting went well. We have a lot of good ideas for the strategic plan. I'm feeling like a locker is the way to go for that community and would like to purchase one this year. I would like to talk to Judge Arey and see what plans the County has for that area. I'm excited that we're going to be able to get things going there.

Saline County Library

Materials Type	2019	2020	Difference
Adult			
Books	8,335	4,098	4,237
eBooks	6,179	10,183	4,004
eAudiobooks	3,465	3,745	280
eMagazines	210	254	44
DVDs	9,453	1,885	7,568
Music	275	59	216
Videogames	651	160	491
Boardgames	15	6	9
Library of Things (equipment, hot spots, cakepans, etc)	157	81	76
Kanopy (streaming films)	238	493	255
Freegal (streaming music)	880	1,234	354
Hoopla (downloadable books, movies & music)		543	543
Subtotal	29,858	22,741	7,117
Children's & Teen			
Books	10,306	4,245	6,061
Total	40,164	26,986	13,178

Hoopla was added in March 2020

Saline County Library
 Operating Budget Income
 Through April 30, 2020
 CORRECTED

	Period: 01.01.2020 - 02.20.2020		Period: 02.21.2020 - 04.30.2020		Income Year to Date	
Budgeted Income						
Copies and Printing		2,803.35		2,754.86		5,558.21
Damage		89.65		117.33		206.98
Fines/Fees		3,298.66		1,936.83		5,235.49
Interest on Checking		2,487.56		5,830.77		8,318.33
Lost Item		475.98		478.20		954.18
Replacement Card		98.00		42.00		140.00
State Aid		-		29,803.83		29,803.83
Tax Receipts		453,027.59		138,676.35		591,703.94
Temporary/Out of County Patron		10.00		-		10.00
Total Budgeted Income		462,290.79		179,640.17		641,930.96
Other Income						
5K Run		-		1,205.00		1,205.00
Book Sale		6,262.27		1,383.60		7,645.87
Donation		-		51.00		51.00
Fundraising		333.17		310.02		643.19
Accessories	2.00		87.00		89.00	
Book Bags	33.00		-		33.00	
Coffee Bar	80.00		30.00		110.00	
Earbuds	14.00		4.00		18.00	
Flash Drives	32.00		5.00		37.00	
Gumballs	172.17		184.02		356.19	
Passports		8,035.00		4,420.00		12,455.00
Restitution		706.15		410.00		1,116.15
State Scholarship Money		5,400.00		-		5,400.00
Total Other Income		20,736.59		7,779.62		28,516.21
TOTAL INCOME, OPERATING BUDGET		\$ 483,027.38		\$ 187,419.79		\$ 670,447.17

Saline County Library
 Operating Budget Income
 Through June 30, 2020
 CORRECTED

	Period: 01.01.2020 - 04.30.2020	Period: 05.01.2020 - 06.30.2020	Income Year to Date
Budgeted Income			
Copies and Printing	5,558.21	111.19	5,669.40
Damage	206.98	109.99	316.97
Fines/Fees	5,235.49	21.40	5,256.89
Interest on Checking	8,318.33	3,041.18	11,359.51
Lost Item	954.18	-	954.18
Replacement Card	140.00	-	140.00
State Aid	29,803.83	-	29,803.83
Tax Receipts	591,703.94	1,233,553.69	1,825,257.63
Temporary/Out of County Patron	10.00	-	10.00
Total Budgeted Income	641,930.96	1,236,837.45	1,878,768.41
Other Income			
5K Run	1,205.00	1,729.95	2,934.95
Book Sale	7,645.87	38.81	7,684.68
Donation	51.00	15.00	66.00
Fundraising	643.19	6.00	649.19
Accessories	89.00	5.00	94.00
Book Bags	33.00	-	33.00
Coffee Bar	110.00	-	110.00
Earbuds	18.00	1.00	19.00
Flash Drives	37.00	-	37.00
Gumballs	356.19	-	356.19
Passports	12,455.00	-	12,455.00
Restitution	1,116.15	5,907.42	7,023.57
State Scholarship Money	5,400.00	-	5,400.00
Total Other Income	28,516.21	7,697.18	36,213.39
TOTAL INCOME, OPERATING BUDGET	\$ 670,447.17	\$ 1,244,534.63	\$ 1,914,981.80

Saline County Library
 Operating Budget Income
 Through August 31, 2020
 CORRECTED

	Period: 01.01.2020 - 06.30.2020	Period: 07.01.2020 - 08.30.2020	Income Year to Date
Budgeted Income			
Copies and Printing	5,669.40	44.27	5,713.67
Damage	316.97	160.24	477.21
Fines/Fees	5,256.89	120.32	5,377.21
Interest on Checking	11,359.51	3,299.48	14,658.99
Lost Item	954.18	47.44	1,001.62
Replacement Card	140.00	-	140.00
State Aid	29,803.83	25,838.65	55,642.48
Tax Receipts	1,825,257.63	205,590.97	2,030,848.60
Temporary/Out of County Patron	10.00	20.00	30.00
Total Budgeted Income	1,878,768.41	235,121.37	2,113,889.78
Other Income			
5K Run	2,934.95	900.00	3,834.95
Book Sale	7,684.68	700.00	8,384.68
Donation	66.00	0.75	66.75
Fundraising	649.19	3.00	652.19
Accessories	94.00	3.00	97.00
Book Bags	33.00	-	33.00
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	-	7,023.57
State Scholarship Money	5,400.00	-	5,400.00
Total Other Income	36,213.39	1,603.75	37,817.14
TOTAL INCOME, OPERATING BUDGET	\$ 1,914,981.80	\$ 236,725.12	\$ 2,151,706.92

Saline County Library
 Operating Budget Income
 Through October 31, 2020
 CORRECTED

	Period: 01.01.2020 - 08.30.2020	Period: 09.01.2020 - 10.31.2020	Income Year to Date
Budgeted Income			
Copies and Printing	5,713.67	116.47	5,830.14
Damage	477.21	38.13	515.34
Fines/Fees	5,377.21	116.47	5,493.68
Interest on Checking	14,658.99	2,892.36	17,551.35
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	2,113,889.78	155,431.33	2,269,321.11
Other Income			
5K Run	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
TOTAL INCOME, OPERATING BUDGET	\$ 2,151,706.92	\$ 157,584.56	\$ 2,309,291.48

Saline County Library
 Operating Budget - Expense Report - CORRECTED
 Through April 30, 2020

<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	\$1,666,797.59	\$1,666,797.59	\$591,835.36	\$1,074,962.23	36%
Personnel - Benefits						
600	Social Security Matching	\$127,000.00	\$127,000.00	\$35,029.92	\$91,970.08	28%
800	Noncontributory Retirement	\$246,000.00	\$246,000.00	\$62,758.02	\$183,241.98	26%
900	Healthcare	\$228,000.00	\$228,000.00	\$62,494.43	\$165,505.57	27%
1000	Worker's Comp	\$6,000.00	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$5,000.00	\$2,448.10	\$2,551.90	49%
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$165.00	\$835.00	17%
	TOTAL Benefits	\$613,000.00	\$613,000.00	\$166,991.47	\$446,008.53	27%
	TOTAL Personnel Fund	\$2,279,797.59	\$2,279,797.59	\$758,826.83	\$1,520,970.76	33%
Supplies						
1600	Printing	\$10,000.00	\$10,000.00	\$1,865.38	\$8,134.62	19%
1700	General Office Supplies	\$30,000.00	\$30,021.82	\$5,368.54	\$24,653.28	18%
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$2,128.01	\$5,871.99	27%
3300	Service Contracts	\$100,000.00	\$100,000.00	\$5,201.58	\$94,798.42	5%
Professional Services						
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$1,349.66	\$13,650.34	9%
4900	Telephone	\$30,000.00	\$30,000.00	\$5,902.58	\$24,097.42	20%
5000	Postage	\$12,000.00	\$12,000.00	\$2,955.69	\$9,044.31	25%
Transportation						
2500	Fuel for Library Vehicle	\$3,500.00	\$3,500.00	\$402.25	\$3,097.75	11%
5200	Mileage Reimbursement	\$1,000.00	\$1,106.15	\$302.62	\$803.53	27%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing						
5500	Advertising and Marketing	\$25,000.00	\$26,706.25	\$6,188.62	\$20,517.63	23%
Insurance						
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	0.00	\$15,000.00	0%
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	2607.54	\$1,392.46	65%
Utilities						
6100	Electricity	\$75,000.00	\$75,600.00	\$21,017.55	\$54,582.45	28%
6200	Gas	\$15,000.00	\$15,000.00	\$5,798.25	\$9,201.75	39%

6300 Water	\$5,000.00	\$5,000.00	\$653.27	\$4,346.73	13%
6400 Waste Disposal	\$6,000.00	\$6,000.00	\$1,345.80	\$4,654.20	22%
Repairs and Maintenance					
6500 Buildings and Improvements	\$50,000.00	\$50,000.00	\$2,415.31	\$47,584.69	5%
6600 Machinery and Equipment	\$40,000.00	\$40,000.00	\$3,536.17	\$36,463.83	9%
Miscellaneous					
7300 Dues and Memberships	\$7,500.00	\$7,500.00	\$1,138.00	\$6,362.00	15%
7900 Meals and Lodging	\$5,000.00	\$5,000.00	\$2,667.86	\$2,332.14	53%
8200 Refunds	\$2,000.00	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500 Programming	\$90,000.00	\$91,347.20	\$20,968.20	\$70,379.00	23%
8600 Computer Software	\$40,000.00	\$43,187.00	\$47,286.36	-\$4,099.36	109%
8700 Staff Development	\$10,000.00	\$10,000.00	\$100.00	\$9,900.00	1%
8752 Fundraising	\$1,000.00	\$9,368.17	\$152.11	\$9,216.06	2%
Materials					
8800 Books, Magazines, and other sources	\$550,000.00	\$550,000.00	\$116,780.37	\$433,219.63	21%
Capital Outlays (from State Aid)					
9100 Building and Furniture	\$166,000.00	\$166,000.00	\$166.43	\$165,833.57	0%
9300 Machinery and Equipment	\$40,000.00	\$40,000.00	\$15,303.43	\$24,696.57	38%
Grant 2019					
G2019 John Cotton Dana Award Grant	\$9,085.56	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget	\$3,651,883.15	\$3,672,619.74	\$1,038,745.31	\$2,633,874.43	28%

*based on revised budget in March meeting - Grant had incorrect amount

Saline County Library
 Operating Budget - Expense Report - CORRECTED
 Through June 30, 2020

<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	\$1,666,797.59	\$1,666,797.59	\$918,780.03	\$748,017.56	55%
Personnel - Benefits						
600	Social Security Matching	\$127,000.00	\$127,000.00	\$35,029.92	\$91,970.08	28%
800	Noncontributory Retirement	\$246,000.00	\$246,000.00	\$62,758.02	\$183,241.98	26%
900	Healthcare	\$228,000.00	\$228,000.00	\$62,650.15	\$165,349.85	27%
1000	Worker's Comp	\$6,000.00	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$5,000.00	\$2,448.10	\$2,551.90	49%
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$165.00	\$835.00	17%
	TOTAL Benefits	\$613,000.00	\$613,000.00	\$167,147.19	\$445,852.81	27%
	TOTAL Personnel Fund	\$2,279,797.59	\$2,279,797.59	\$1,085,927.22	\$1,193,870.37	48%
Supplies						
1600	Printing	\$10,000.00	\$10,000.00	\$1,938.89	\$8,061.11	19%
1700	General Office Supplies	\$30,000.00	\$30,458.71	\$8,975.15	\$21,483.56	29%
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$4,822.27	\$3,177.73	60%
3300	Service Contracts	\$100,000.00	\$100,000.00	\$43,758.82	\$56,241.18	44%
Professional Services						
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$5,910.06	\$9,089.94	39%
4900	Telephone	\$30,000.00	\$30,000.00	\$9,871.46	\$20,128.54	33%
5000	Postage	\$12,000.00	\$12,000.00	\$3,535.48	\$8,464.52	29%
Transportation						
2500	Fuel for Library Vehicle	\$3,500.00	\$3,500.00	\$424.28	\$3,075.72	12%
5200	Mileage Reimbursement	\$1,000.00	\$1,106.15	\$302.62	\$803.53	27%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing						
5500	Advertising and Marketing	\$25,000.00	\$27,388.01	\$12,647.59	\$14,740.42	46%
Insurance						
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	0.00	\$15,000.00	0%
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	2607.54	\$1,392.46	65%
Utilities						
6100	Electricity	\$75,000.00	\$75,600.00	\$31,384.64	\$44,215.36	42%

Saline County Library
 Operating Budget - Expense Report - CORRECTED
 Through June 30, 2020

<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>
6200	Gas	\$15,000.00	\$15,000.00	\$7,551.83	\$7,448.17	50%
6300	Water	\$5,000.00	\$5,000.00	\$876.04	\$4,123.96	18%
6400	Waste Disposal	\$6,000.00	\$6,000.00	\$2,305.54	\$3,694.46	38%
Repairs and Maintenance						
6500	Buildings and Improvements	\$50,000.00	\$50,000.00	\$3,943.45	\$46,056.55	8%
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	\$4,141.70	\$35,858.30	10%
Miscellaneous						
7300	Dues and Memberships	\$7,500.00	\$7,500.00	\$1,498.00	\$6,002.00	20%
7900	Meals and Lodging	\$5,000.00	\$5,000.00	\$2,667.86	\$2,332.14	53%
8200	Refunds	\$2,000.00	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500	Programming	\$90,000.00	\$91,347.20	\$32,803.32	\$58,543.88	36%
8600	Computer Software	\$40,000.00	\$43,187.00	\$50,264.25	-\$7,077.25	116%
8700	Staff Development	\$10,000.00	\$10,000.00	\$275.00	\$9,725.00	3%
8752	Fundraising	\$1,000.00	\$16,029.14	\$152.11	\$15,877.03	1%
Materials						
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	\$213,275.46	\$336,724.54	39%
Capital Outlays (from State Aid)						
9100	Building and Furniture	\$166,000.00	\$166,000.00	\$1,546.43	\$164,453.57	1%
9300	Machinery and Equipment	\$40,000.00	\$40,000.00	\$17,858.87	\$22,141.13	45%
Grant 2019						
G2019	John Cotton Dana Award Grant	\$9,085.56	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget		\$3,651,883.15	\$3,680,399.36	\$1,557,582.78	\$2,122,816.58	42%

*based on revised budget in March meeting - Grant had incorrect amount

Saline County Library
Operating Budget - Expense Report - CORRECTED
Through August 31, 2020

<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>%</u> <u>Expended</u>
Personnel - Salaries						
	Salaries	\$1,666,797.59	\$1,666,797.59	\$1,075,910.72	\$590,886.87	65%
Personnel - Benefits						
600	Social Security Matching	\$127,000.00	\$127,000.00	\$77,693.46	\$49,306.54	61%
800	Noncontributory Retirement	\$246,000.00	\$246,000.00	\$161,611.83	\$84,388.17	66%
900	Healthcare	\$228,000.00	\$228,000.00	\$126,716.44	\$101,283.56	56%
1000	Worker's Comp	\$6,000.00	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$5,000.00	\$2,817.78	\$2,182.22	56%
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$227.50	\$772.50	23%
	TOTAL Benefits	\$613,000.00	\$613,000.00	\$373,163.01	\$239,836.99	61%
	TOTAL Personnel Fund	\$2,279,797.59	\$2,279,797.59	\$1,449,073.73	\$830,723.86	64%
Supplies						
1600	Printing	\$10,000.00	\$10,000.00	\$3,385.59	\$6,614.41	34%
1700	General Office Supplies	\$30,000.00	\$30,458.71	\$13,022.39	\$17,436.32	43%
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$6,395.67	\$1,604.33	80%
3300	Service Contracts	\$100,000.00	\$100,000.00	\$74,867.99	\$25,132.01	75%
Professional Services						
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$8,046.62	\$6,953.38	54%
4900	Telephone	\$30,000.00	\$30,000.00	\$13,249.67	\$16,750.33	44%
5000	Postage	\$12,000.00	\$12,000.00	\$5,121.17	\$6,878.83	43%
Transportation						
2500	Fuel for Library Vehicle	\$3,500.00	\$3,500.00	\$618.75	\$2,881.25	18%
5200	Mileage Reimbursement	\$1,000.00	\$1,106.15	\$354.70	\$751.45	32%
5300	Travel (airline and rental car, e	\$7,000.00	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing						
5500	Advertising and Marketing	\$25,000.00	\$27,588.01	\$17,428.35	\$10,159.66	63%
Insurance						
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	\$12,435.00	\$2,565.00	83%
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	\$2,607.54	\$1,392.46	65%
Utilities						
6100	Electricity	\$75,000.00	\$75,600.00	\$44,564.64	\$31,035.36	59%

6200 Gas	\$15,000.00	\$15,000.00	\$9,879.04	\$5,120.96	66%
6300 Water	\$5,000.00	\$5,000.00	\$1,312.10	\$3,687.90	26%
6400 Waste Disposal	\$6,000.00	\$6,000.00	\$2,988.74	\$3,011.26	50%
Repairs and Maintenance					
6500 Buildings and Improvements	\$50,000.00	\$50,000.00	\$4,242.97	\$45,757.03	8%
6600 Machinery and Equipment	\$40,000.00	\$40,000.00	\$4,990.48	\$35,009.52	12%
Miscellaneous					
7300 Dues and Memberships	\$7,500.00	\$7,500.00	\$1,911.00	\$5,589.00	25%
7900 Meals and Lodging	\$5,000.00	\$5,000.00	\$2,667.86	\$2,332.14	53%
8200 Refunds	\$2,000.00	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500 Programming	\$90,000.00	\$87,032.97	\$39,248.40	\$47,784.57	45%
8600 Computer Software	\$40,000.00	\$53,187.00	\$61,017.64	-\$7,830.64	115%
8700 Staff Development	\$10,000.00	\$10,000.00	\$350.00	\$9,650.00	4%
8752 Fundraising	\$1,000.00	\$17,818.90	\$152.11	\$17,666.79	1%
Materials					
8800 Books, Magazines, and other s	\$550,000.00	\$550,000.00	\$286,761.10	\$263,238.90	52%
Capital Outlays (from State Aid)					
9100 Building and Furniture	\$166,000.00	\$166,000.00	\$1,546.43	\$164,453.57	1%
9300 Machinery and Equipment	\$40,000.00	\$40,021.65	\$16,872.33	\$23,149.32	42%
Grant 2019					
G2019 John Cotton Dana Award Grant	\$9,085.56	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget	\$3,651,883.15	\$3,688,096.54	\$2,091,428.91	\$1,596,667.63	57%

*based on revised budget in March meeting - Grant had incorrect amount

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

<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>%</u> <u>Expended</u>
Personnel - Salaries						
	Salaries	\$1,666,797.59	\$1,666,797.59	\$1,304,568.19	\$362,229.40	78%
Personnel - Benefits						
600	Social Security Matching	\$127,000.00	\$127,000.00	\$93,583.14	\$33,416.86	74%
800	Noncontributory Retirement	\$246,000.00	\$246,000.00	\$195,984.41	\$50,015.59	80%
900	Healthcare	\$228,000.00	\$228,000.00	\$161,899.08	\$66,100.92	71%
1000	Worker's Comp	\$6,000.00	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$5,000.00	\$1,610.47	\$3,389.53	32%
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$567.00	\$433.00	57%
	TOTAL Benefits	\$613,000.00	\$613,000.00	\$457,740.10	\$155,259.90	75%
	TOTAL Personnel Fund	\$2,279,797.59	\$2,279,797.59	\$1,762,308.29	\$517,489.30	77%
Supplies						
1600	Printing	\$10,000.00	\$10,000.00	\$3,385.59	\$6,614.41	34%
1700	General Office Supplies	\$30,000.00	\$30,458.71	\$16,788.43	\$13,670.28	55%
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$7,817.71	\$182.29	98%
3300	Service Contracts	\$100,000.00	\$100,000.00	\$94,829.54	\$5,170.46	95%
Professional Services						
4500	Engineering and Architecture	\$0.00	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$11,092.25	\$3,907.75	74%
4900	Telephone	\$30,000.00	\$30,000.00	\$19,938.62	\$10,061.38	66%
5000	Postage	\$12,000.00	\$12,000.00	\$6,295.26	\$5,704.74	52%
Transportation						
2500	Fuel for Library Vehicle	\$3,500.00	\$3,500.00	\$769.99	\$2,730.01	22%
5200	Mileage Reimbursement	\$1,000.00	\$1,106.15	\$406.78	\$699.37	37%
5300	Travel (airline and rental car,	\$7,000.00	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing						
5500	Advertising and Marketing	\$25,000.00	\$27,588.01	\$19,334.62	\$8,253.39	70%
Insurance						
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	\$12,435.00	\$2,565.00	83%
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	\$2,607.54	\$1,392.46	65%
Utilities						
6100	Electricity	\$75,000.00	\$75,600.00	\$59,069.05	\$16,530.95	78%

6200 Gas	\$15,000.00	\$15,000.00	\$9,724.32	\$5,275.68	65%
6300 Water	\$5,000.00	\$5,000.00	\$2,083.44	\$2,916.56	42%
6400 Waste Disposal	\$6,000.00	\$6,000.00	\$4,224.73	\$1,775.27	70%
Repairs and Maintenance					
6500 Buildings and Improvements	\$50,000.00	\$50,000.00	\$4,774.28	\$45,225.72	10%
6600 Machinery and Equipment	\$40,000.00	\$40,000.00	\$6,172.26	\$33,827.74	15%
Miscellaneous					
7300 Dues and Memberships	\$7,500.00	\$7,500.00	\$2,280.00	\$5,220.00	30%
7900 Meals and Lodging	\$5,000.00	\$5,000.00	\$2,667.86	\$2,332.14	53%
8200 Refunds	\$2,000.00	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500 Programming	\$90,000.00	\$87,032.97	\$47,315.70	\$39,717.27	54%
8600 Computer Software	\$40,000.00	\$53,187.00	\$69,042.67	-\$15,855.67	130%
8700 Staff Development	\$10,000.00	\$10,000.00	\$1,732.00	\$8,268.00	17%
8752 Fundraising	\$1,000.00	\$19,422.65	\$152.11	\$19,270.54	1%
Materials					
8800 Books, Magazines, and other	\$550,000.00	\$550,000.00	\$347,785.49	\$202,214.51	63%
Capital Outlays (from State Aid)					
9100 Building and Furniture	\$166,000.00	\$166,000.00	\$95,985.39	\$70,014.61	58%
9300 Machinery and Equipment	\$40,000.00	\$40,021.65	\$19,168.03	\$20,853.62	48%
Grant 2019					
G2019 John Cotton Dana Award Gra	\$9,085.56	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget	\$3,651,883.15	\$3,689,700.29	\$2,636,503.85	\$1,053,196.44	71%

*based on revised budget in March meeting - Grant had incorrect amount

Saline County Library Board

2020 Budget Modification Form

Date: 05.19.2020; CORRECTED 12.01.2020

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R I N C O M E	1700	General Supplies (<i>bookends for store</i>)	30,000.00	30,021.82	5,368.54	24,653.28	436.89	30,458.71	25,090.17
	5500	Advertising and Marketing (<i>banner for Friends, magazines</i>)	25,000.00	26,706.25	6,188.62	20,517.63	681.76	27,388.01	21,199.39
	8752	Fundraising <i>Book Sale Income</i>	1,000.00	9,368.17	152.11	9,216.06	264.95	9,633.12	9,481.01
	8752	Fundraising <i>5K Run, Donation, Fundraising, and Passport Income</i>	1,000.00	9,633.12	152.11	9,481.01	5,986.02	15,619.14	15,467.03
	8752	Fundraising (<i>bounced check reissued, AT&T easement sale</i>) <i>Restitution Income</i>	1,000.00	15,619.14	152.11	15,467.03	410.00	16,029.14	15,877.03
							\$ 7,779.62		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
							\$ -		

Saline County Library Board

2020 Budget Modification Form

Date: 07.13.2020; CORRECTED 12.01.2020

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R	8752	Fundraising <i>5K Run, Book Sale, Donation, and Fundraising Income</i>	\$ 1,000.00	\$ 16,029.14	\$ 152.11	\$ 15,877.03	\$ 1,789.76	\$ 17,818.90	\$ 17,666.79
	5500	Advertising and Marketing (<i>event refund</i>)	\$ 25,000.00	\$ 27,388.01	\$ 12,647.59	\$ 14,740.42	\$ 200.00	\$ 27,588.01	\$ 14,940.42
	8500	Programming (<i>programmer refund, duplicate payment</i>)	\$ 90,000.00	\$ 91,347.20	\$ 32,803.32	\$ 58,543.88	\$ 5,685.77	\$ 97,032.97	\$ 64,229.65
	9300	Machinery and Equipment (<i>computer purchase rebate</i>) <i>Resitution Income</i>	\$ 40,000.00	\$ 40,000.00	\$ 17,858.87	\$ 22,141.13	\$ 21.65	\$ 40,021.65	\$ 22,162.78
I N C O M E									
							\$ 7,697.18		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	8600	Computer Software	\$ 40,000.00	\$ 43,187.00	\$ 50,264.25	\$ (7,077.25)	\$ 10,000.00	\$ 53,187.00	\$ 2,922.75
	8500	Programming	\$ 90,000.00	\$ 97,032.97	\$ 32,803.32	\$ 64,229.65	\$ (10,000.00)	\$ 87,032.97	\$ 54,229.65
							\$ -		

Saline County Library Board

2020 Budget Modification Form

Date: 09.21.2020; CORRECTED 12.01.2020

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R I N C O M E	8752	Fundraising <i>Advertising, Book Sale, Donation, and Fundraising Income</i>	\$ 1,000.00	\$ 17,818.90	\$ 152.11	\$ 17,666.79	\$ 1,603.75	\$ 19,422.65	\$ 19,270.54
							\$ 1,603.75		
B U D G E T									
							\$ -		

Saline County Library Board

2020 Budget Modification Form

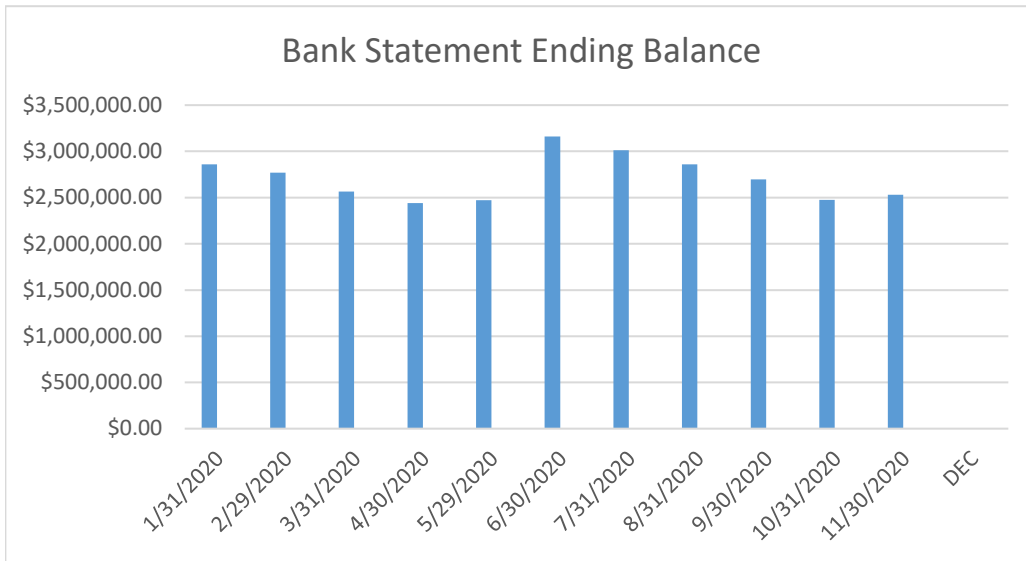
Date: 11.16.2020; CORRECTED/UPDATED 12.01.2020

O T H E R I N C O M E	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>	\$ 25,000.00	\$ 27,588.01	\$ 19,334.62	\$ 8,253.39	\$ 768.60	\$ 28,356.61	\$ 9,021.99
	8752	Fundraising <i>Book Sale / Fundraising Income</i>	\$ 1,000.00	\$ 19,422.65	\$ 152.11	\$ 19,270.54	\$ 289.13	\$ 19,711.78	\$ 19,559.67
	2000	Janitorial Supplies	8,000.00	8,000.00	7817.71	182.29	169.00	8,169.00	351.29
	8600	Computer Software <i>Restitution Income - vendor refund, MidArk reimbursement / IT services</i>	40,000.00	53,187.00	69042.67	(15,855.67)	926.50	54,113.50	(14,929.17)
							\$ 2,153.23		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	2000	Janitorial Supplies	\$ 8,000.00	\$ 8,169.00	\$ 7,817.71	\$ 351.29	\$ 3,000.00	\$ 11,169.00	\$ 3,351.29
	1700	<i>General Office Supplies</i>	\$ 30,000.00	\$ 30,458.71	\$ 16,788.43	\$ 13,670.28	\$ (3,000.00)	\$ 27,458.71	\$ 10,670.28
	8600	Computer Software	40,000.00	53,187.00	69,042.67	(4,929.17)	16,000.00	69,187.00	144.33
	8500	<i>Programming</i>	90,000.00	87,132.97	47,315.70	34,031.50	(16,000.00)	71,132.97	23,817.27
							\$ -		

Bank Statement Ending Balance

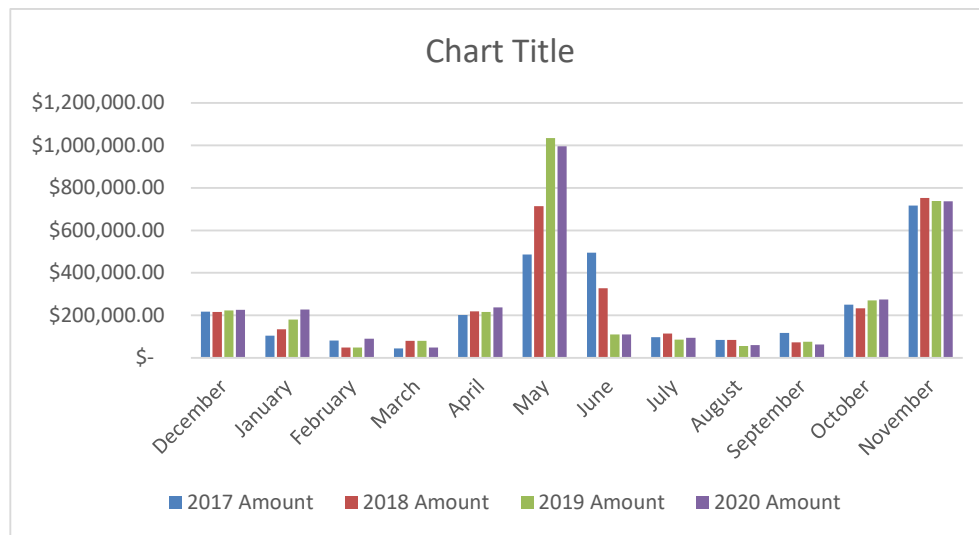
1/31/2020	\$2,857,935.75
2/29/2020	\$2,771,060.35
3/31/2020	\$2,565,026.80
4/30/2020	\$2,442,051.82
5/29/2020	\$2,471,298.11
6/30/2020	\$3,161,030.80
7/31/2020	\$3,011,002.21
8/31/2020	\$2,859,515.24
9/30/2020	\$2,698,047.68
10/31/2020	\$2,475,753.77
11/30/2020	\$2,530,189.43

DEC



TAX RECEIPTS

Date County Received	2017 Amount	2018 Amount	2019 Amount	2020 Amount	Difference from previous year
December	\$ 217,674.99	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 2,899.76
January	\$ 104,765.40	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 46,896.95
February	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 42,305.76
March	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ (32,283.88)
April	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 20,608.74
May	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ (38,276.89)
June	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 1,375.46
July	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 8,835.28
August	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 5,180.31
September	\$ 117,423.57	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38	\$ (11,762.46)
October	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 4,208.88
November	\$ 716,295.18	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81	\$ (626.48)
	\$ 2,898,190.99	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 49,361.43



Saline County Library 2021 Draft Budget

Item #	Budget Classification	2019	2020 Rev Jan	2020 Rev Mar	2021	Notes
	Full-time Salaries	\$1,320,813.50	\$1,438,064.03	\$1,430,064.02	\$1,384,384.86	scenarios for raises in separate spreadsheet
	Part time Salaries	\$197,066.48	\$226,104.78	\$236,733.57	\$193,117.90	
	Total Salaries	\$1,517,879.98	\$1,664,168.81	\$1,666,797.59	\$1,577,502.76	
	Benefits					
600	Social Security Matching (7.65%)	\$125,000.00	\$125,000.00	\$127,000.00	\$127,000.00	
800	Noncontributory retirement (14.5%)	\$245,000.00	\$240,000.00	\$246,000.00	\$246,000.00	
900	Healthcare	\$218,400.00	\$228,000.00	\$228,000.00	\$228,000.00	
1000	Worker's Comp	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
1100	State Unemployment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
	Total Benefits	\$599,400.00	\$605,000.00	\$613,000.00	\$613,000.00	
	Grand Total Personnel Fund	\$2,117,279.98	\$2,269,168.81	\$2,279,797.59	\$2,190,502.76	
	Other Services and Charges					
	Supplies					
1600	Printing	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	
3300	Service Contracts	\$120,000.00	\$100,000.00	\$100,000.00	\$105,000.00	see service contracts tab
	Professional Services					
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	\$0.00	
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
4900	Telephone/Internet	\$30,000.00	\$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	\$12,000.00	\$12,000.00	\$12,000.00	passports, books-by-mail and ILL
	Transportation					
2500	Fuel for Vehicle Use	\$3,000.00	\$3,500.00	\$3,500.00	\$3,000.00	
5200	Mileage Reimbursment	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	
5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,000.00	\$7,000.00	\$1,000.00	
	Advertising and Marketing					
5500	Advertising and Marketing	\$20,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
	Insurance					
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
	Utilities					
6100	Electricity	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
6300	Water	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
6400	Waste Disposal	\$5,155.00	\$6,000.00	\$6,000.00	\$6,000.00	
	Repairs and Maintenance					
6500	Building and Improvements	\$50,000.00	\$50,000.00	\$50,000.00	\$40,000.00	energy assessment improvements
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
	Miscellaneous					
7900	Meals and Lodging	\$7,500.00	\$7,500.00	\$7,500.00	\$1,000.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	

8500	Programming	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	
8600	Computer Software	\$50,000.00	\$40,000.00	\$40,000.00	\$55,000.00	purchased new software for virtual work
8700	Staff Development	\$6,000.00	\$10,000.00	\$10,000.00	\$6,000.00	
8752	Fundraising	\$1,000.00	\$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	\$550,000.00	
9100	Building and Furniture	\$100,000.00	\$166,000.00	\$166,000.00	\$100,000.00	furniture for meeting room, patron seating
9300	Machinery and Equipment	\$60,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
G2019	John Cotton Dana Award Grant	\$10,000.00		\$9,562.74		want to spend it in 2020
9500	Miscellaneous (not earmarked)				\$96,098.55	
	Total Other Services and Charges	\$1,345,155.00	\$1,363,000.00	\$1,372,562.74	\$1,386,098.55	
	Total Budget	\$3,462,434.98	\$3,632,168.81	\$3,652,360.33	\$3,576,601.31	
	Estimated Income					
	Millage*	\$2,999,085.26	\$3,118,024.00	\$3,118,024.00	\$3,167,386.00	
	State Aid	\$109,866.25	\$119,215.31	\$119,215.31	\$119,215.31	
	Fines, Fees, and Copies	\$90,000.00	\$55,000.00	\$55,000.00	\$5,000.00	
	Interest	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	this is a good estimate
	Rollover/Reserves**	\$250,000.00	\$275,000.00	\$283,500.00	\$250,000.00	
	Passports		\$30,000.00	\$30,000.00	\$5,000.00	
	Book Sales		\$22,000.00	\$22,000.00	\$10,000.00	
	Fundraising		\$5,000.00	\$5,000.00	\$0.00	
	Projected Revenue	\$3,468,951.51	\$3,644,239.31	\$3,652,739.31	\$3,576,601.31	

*previous year's tax receipts are used

** actual amount used once it is known

Red items in January Revision indicate a change from the 2020 Budget presented in Nov. 2019

Green items in March Revision indicate a change from the 2020 Budget presented in Jan. 2020

2021 Materials Budget Breakout

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

<-changed

Digital Breakdown	
\$ 20,000.00	Kanopy
\$ 10,000.00	Freegal
\$ 22,000.00	Hoopla
\$ 90,000.00	Overdrive
\$ 142,000.00	

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

Law Depot

Traveler Database

Newsbank=genealogy, obit, & newspapers

Ebsco=Small Engine Repair, LibraryAware & Consumer Reports

new line items

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

Hotspots

TOTAL	\$550,000	\$550,000
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Programming Breakout

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

Makerspace

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

3300 Service Contracts

		Total
Adams Pest Control	\$1,048.00	\$103,194.56
American Fire Protection	\$625.00	
BCI (Unitrends)*	\$1,100.00	
BCI (Unitrends)	\$10,650.00	
Datamax - copiers & printers	\$31,700.00	
Flex 360 - webpage hosts/designers	\$1,500.00	
Harrison Energy Partners	\$18,143.00	
Johnson Controls (Tyco) - security	\$3,601.00	
Kone - Elevator	\$2,460.00	
Lineage	\$340.00	
Jones Heat and Air	\$1,079.00	
Promas**	\$7,736.00	
Ragan Safe & Vault - cameras	\$1,300.00	
Service Master Clean	\$9,000.00	
Tech Logic - RFID & Self-check	\$4,000.00	
Terry's Window Cleaning	\$2,500.00	
ACDI - papercut printing for public	\$558.56	
Ingram Library Services	\$300.00	
B&T - lease books	\$1,495.00	
Amazon	\$107.00	
Flex 360 - Update to Webpage	\$2,000.00	
Survey Monkey	\$300.00	
Records Imaging Systems	\$2,700.00	

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

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

8600 Computer Software

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

6500 Repair and Maintenance

Total: \$6,500.00

AC Unit for Bryant \$6,500.00

Capital Outlays

9100 Building and Furniture Total: \$99,081.00 **9300 Machinery and Equipment Total: \$13,400.00**

Furniture for Benton		Replace computers	\$10,000.00
		Tires for SUV?	\$400.00
Meeting Room Chairs	\$ 25,785.00	Security cameras	\$3,000.00
Meeting Room Tables	\$ 18,273.00		
Arm Chairs	\$ 27,273.00		
Board Room Chairs	\$ 15,750.00		
Computer Carrel for downstairs	\$ 10,000.00		
Office Chair replacements	\$ 2,000.00		

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
Total Salaries	\$1,666,797.59	\$1,577,502.76	\$1,632,624.36	\$1,633,589.95	\$1,642,430.05
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
Total Benefits	\$613,000.00	\$613,000.00	\$613,000.00	\$613,000.00	\$613,000.00
Total Personnel Budget	\$2,279,797.59	\$2,190,502.76	\$2,245,624.36	\$2,246,589.95	\$2,255,430.05
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%
Change from 2020		-\$89,294.83	-\$34,173.23	-\$33,207.64	-\$24,367.54

**Items to be Deleted from Inventory
December 11, 2020**

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
2778	Desk Chair	149.99	Mar 2013	Office Depot	Damaged
Buzz Box #5	Immersion blender Blender	53.48 49.99	Dec 2015	Amazon	Removed from Collection – Given to Friends of Library
Buzz Box #7	2 Sheet Pans 2 Silpat Baking Mats Cookie Press Rolling Pin Pie Plate Bowl Scraper	14.97/ea 24.99/ea 29.95 9.99 16.31 3.98	Dec 2015	Amazon	Removed from Collection – Given to Friends of Library
Buzz Box #8	Pizza Peel Pizza Stone	39.95 45.80	Dec 2015	Amazon	Removed from Collection – Given to Friends of Library

Premium Pay for Manager on Duty

In September 2020, the board approved premium pay of \$50 per eight-hour supervisory shift in addition to normal base pay for full-time staff members that serve as Manager on Duty in the Saturday rotation. We had 5 full-time staff expected to be in the Saturday rotation between the two locations.

The motion specified that the pay would be available for up to six employees through the end of the year when the Board would reassess.

Six full-time employees are now serving as Manager on Duty between the two locations: two in Benton and four in Bryant. Three Bryant staff members were already serving as the de facto person in charge on their Saturday rotation and a fourth was added with the creation of a new full-time position in October. Following approval of premium pay, two Benton staff volunteered to serve as MOD. Both locations are now on a six-week Saturday MOD rotation.