

AGENDA

Saline County Library Board of Trustees

3/16/2020 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 1/27/2020 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
 - b. Update to Behavior Policy
- VII. New Business
 - a. Library Deletions
 - b. Integrity Preliminary Assessment Report
 - c. Pandemic Flu Policy
 - d. Outdoor Learning Center Proposal
- VIII. Adjourn

Next regular board meeting 5/18/2020 at 3:30 p.m.

Board Meeting Minutes

January 27, 2020

In attendance:

Susan Benzick, Board Chair
Marian Douglas, 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
Dianna McCullough, Friends of the
Library Board Member

I. Call to Order

Benzick called the meeting to order at 3:30 PM.

II. Announcements

III. Minutes from the 11/18/19 board meeting

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

IV. Financial Reports

a. Income and Expense Reports

Miller Robinson moved to accept the Income Report and Expense Report as presented. Douglas seconded the motion, which passed unanimously.

b. Budget Modification Report

Miller Robinson recommended staff research state law on meal reimbursement for single day travel.

Douglas 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

McCullough shared that the book store is generating about \$1,500 per month. The Friends' focus in 2019 was on implementing a good system for the book store. In 2020, they will shift their focus to getting more involved in community activities. At their recent annual meeting, a suggestion was presented to make Happy Sacks (pre-packaged sacks with books, crayons, and other small items) for the local police department who partner with Cooper-Anthony Child Advocacy Center.

b. Director's Report

Report included in packet.

Sanders asked if we would be getting more Bookmobile stops than what is currently shown on the schedule. Hector responded that we requested two stops to begin with and that our programming departments are currently working out what other stops would benefit the community. Miller Robinson asked if a press release would go out. Hector responded that once the schedule is finalized we will publicize. Bisbee volunteered to include the tentative East End dates in his East Ender column.

c. Library Management Team Reports

Reports from Adult Services, Bryant Branch, IT, Library Manager, Marketing, Public Services, Technology, and Youth Services included in packet.

VI. Old Business

a. 2020 Budget Revised

Loy shared that due to the way pay days fall in 2020, there will be 27 pay days rather than the standard 26. Our two options are to either divide full-time employees' annual pay by 27 pay checks, reducing their bi-weekly take home pay or fund the 27th payroll at the usual bi-weekly rate. All the research done indicates that over 80% of businesses opt to fund the 27th payroll in years when this situation arises. The Saline County Quorum Court voted to fund the 27th payroll for other county personnel.

Board went in executive session from 4:30 to 4:37 PM.

Miller Robinson moved to approve the non-payroll budget revisions, to fund the 27th payroll, to increase part-time hourly rates by 2% effective March 1st, and to postpone the proposed 2% raise for full-time staff until 2021. Sanders seconded the motion, which passed unanimously.

VII. New Business

a. Library Deletions

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

b. Review of Mid-Ark Regional Library Audit Review

Audit report included in packet.

c. Benton Building Furniture Quote

Hector shared a preliminary quote provided by Library Interiors of Texas for meeting room and seating furniture. Staff will be meeting with Trevor Taylor of LIT soon to discuss specifics. A more accurate quote will be provided following the meeting.

d. Recommendation: Purchase SHRM Employee Handbook Builder

Loy requested purchase of software to create a new employee handbook with all current employment laws. The completed handbook will be presented at a future board meeting for approval.

e. Update to Public Access and Internet Acceptable-Use Policy

Miller Robinson advised that library policies should be reviewed annually. Loy shared that library staff have already begun the process of updating all policies for board approval.

Sanders moved to accept the updates as presented. Douglas seconded the motion, which passed unanimously.

f. Update to Behavior Policy

Behavior Policy discussion was tabled until next meeting to allow time for further revision.

g. AT&T Easement on Benton Property

Sanders moved to accept request for easement. Miller Robinson seconded the motion, which passed unanimously.

VIII. Adjourn

Benzick adjourned the meeting at 5:16 PM.

Submitted by,
Erin Loy
HR Manager

Saline County Library
Operating Budget Income
Through February 20, 2020

Period: 01.01.2020 - 02.20.2020			
Budgeted Income			
Copies and Printing			2,803.35
Damage			89.65
Fines/Fees			3,298.66
Interest on Checking			2,487.56
Lost Item			475.98
Replacement Card			98.00
Tax Receipts			453,027.59
Temporary/Out of County Patron			10.00
Total Budgeted Income			462,290.79
Other Income			
Book Sale			6,262.27
Fundraising			333.17
Accessories		2.00	
Book Bags		33.00	
Coffee Bar		80.00	
Earbuds		14.00	
Flash Drives		32.00	
Gumballs		172.17	
Passports			8,035.00
Restitution			706.15
State Scholarship Money			5,400.00
Total Other Income			20,736.59
TOTAL INCOME, OPERATING BUDGET			\$ 483,027.38
Checking Balance as of 02.28.2020	\$2,771,060.35		

WEBSALES**December 19, 2019 - February 27, 2020**

<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, December 19, 2019		\$ 206.42				\$ 89.17	\$ 117.25
FoxTrot	1/14/2020	6.01	0.48	2.75	0.72	3.95	2.06
Audels Carpenters and Builders Guide	1/15/2020	9.00	0.58	2.75	1.08	4.41	4.59
A.D. (DVD set)	1/31/2020	10.01	0.62	2.80	1.20	4.62	5.39
Discounts/Adjustments					\$ (0.30)	\$ (0.30)	\$ 0.30
Subtotal		\$ 231.44				\$ 101.85	\$ 129.59
Transfer		\$ 133.95				\$ 58.95	\$ 75.00
Ending Balance February 27, 2020		\$ 97.49				\$ 42.90	\$ 54.59

Saline County Library
Operating Budget - Expense Report
Through February 20, 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>
Personnel - Salaries					
	Salaries	\$1,616,974.46	\$237,286.53	\$1,379,687.93	15%
Personnel - Benefits					
600	Social Security Matching	\$125,000.00	\$17,780.96	\$107,219.04	14%
800	Noncontributory Retirement	\$240,000.00	\$35,768.50	\$204,231.50	15%
900	Healthcare	\$228,000.00	\$24,332.99	\$203,667.01	11%
1000	Worker's Comp	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$1,039.21	\$3,960.79	21%
1200	Other Fringe Benefits	\$1,000.00	\$82.50	\$917.50	8%
	TOTAL Benefits	\$605,000.00	\$83,100.16	\$521,899.84	14%
	TOTAL Personnel Fund	\$2,221,974.46	\$320,386.69	\$1,901,587.77	14%
Supplies					
1600	Printing	\$10,000.00	\$0.00	\$10,000.00	0%
1700	General Office Supplies	\$30,000.00	\$1,910.40	\$28,089.60	6%
2000	Janitorial Supplies	\$8,000.00	\$692.57	\$7,307.43	9%
3300	Service Contracts	\$120,000.00	\$7,908.91	\$112,091.09	7%
Professional Services					
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$1,349.66	\$13,650.34	9%
4900	Telephone	\$30,000.00	\$2,830.65	\$27,169.35	9%
5000	Postage	\$10,000.00	\$1,379.79	\$8,620.21	14%
Transportation					
2500	Fuel for Library Vehicle	\$3,000.00	\$106.76	\$2,893.24	4%
5200	Mileage Reimbursement	\$1,500.00	\$86.01	\$1,413.99	6%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$0.00	\$7,000.00	0%
Advertising and Marketing					
5500	Advertising and Marketing	\$20,000.00	\$2,771.00	\$17,229.00	14%
Insurance					
5800	Fire and Extended Coverage	\$15,000.00	0.00	\$15,000.00	0%
5900	Vehicle Insurance	\$4,000.00	2607.54	\$1,392.46	65%

Saline County Library
Operating Budget - Expense Report
Through February 20, 2020

<u>Line</u>		<u>Current</u>	<u>Current</u>	<u>Current</u>	<u>Percentage</u>
<u>Item</u>	<u>Budget Classification</u>	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Expended</u>
Utilities					
6100	Electricity	\$75,000.00	\$5,459.39	\$69,540.61	7%
6200	Gas	\$15,000.00	\$3,109.80	\$11,890.20	21%
6300	Water	\$5,000.00	\$215.92	\$4,784.08	4%
6400	Waste Disposal	\$5,155.00	\$467.32	\$4,687.68	9%
Repairs and Maintenance					
6500	Buildings and Improvements	\$50,000.00	\$92.66	\$49,907.34	0%
6600	Machinery and Equipment	\$40,000.00	\$426.95	\$39,573.05	1%
Miscellaneous					
7300	Dues and Memberships	\$5,000.00	\$754.00	\$4,246.00	15%
7900	Meals and Lodging	\$7,500.00	\$1,164.75	\$6,335.25	16%
8200	Refunds	\$2,000.00	\$5,435.00	-\$3,435.00	272%
8500	Programming	\$90,000.00	\$1,541.36	\$88,458.64	2%
8600	Computer Software	\$50,000.00	\$24,679.90	\$25,320.10	49%
8700	Staff Development	\$6,000.00	\$100.00	\$5,900.00	2%
8752	Fundraising	\$1,000.00	\$99.18	\$900.82	10%
Materials					
8800	Books, Magazines, and other sources	\$550,000.00	\$9,424.23	\$540,575.77	2%
Capital Outlays (from State Aid)					
9100	Building and Furniture	\$100,000.00	\$143.70	\$99,856.30	0%
9300	Machinery and Equipment	\$60,000.00	\$2,845.61	\$57,154.39	5%
Grant 2019					
G2019	John Cotton Dana Award Grant	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget		\$3,566,215.02	\$397,989.75	\$3,168,225.27	11%
Anticipated Millage Fund		\$2,999,085.26			
Anticipated State Aid		\$109,866.25			
Anticipated Fines, Fees and Copies		\$90,000.00			
Anticipated Interest		\$20,000.00			
Anticipated Rollover		\$250,000.00			
		\$3,468,951.51			
				Checking Balance as of 02.29.2020:	
				\$ 2,771,060.35	

2020 Budget Modification Form

Date: 03.16.2020

[illegible]

Friends of the Saline County Library Report

March 2020

The annual meeting was held in January. There were new people interested in volunteering, some from the East End area.

Volunteers are delivering the *Experience* magazines for the library.

The Friends have agreed to purchase CreativeBug online software, storage for the Benton makerspace and a bookcase for the Bryant Library, as requested by the library staff.

The Friends' 501c3 status was not completed before Mr. Ellis passed away. Sid Ed Gibson might be able to help us.

Submitted by,
Kathy Lewallen
Friends of the Saline County Library Board President

Director's Report

March 2020

Bookmobile Stops

Our first stops didn't garner a whole lot of attention, but we are still getting our programming going in East End and Haskell and it was pouring rain in Paron on the day it was there so it's not a huge surprise. We are thinking of changing the stop in East End to the café there. It already has a collection of books and people who are there throughout the day. Kari is working out an agreement with the owner.

Legislative Audit

The Preliminary 2018 Audit Findings were few and easily fixed (or in one case not fixable).

New Software

Calendar

We finally made some decisions on software tools for the library. We are replacing our calendar software with LibraryCalendar from LibraryMarketing.

Community Engagement

We also purchased PatronPoint, a community engagement platform, after researching for 2 years. It was a big investment and we are really excited to get it going. It will integrate with our ILS and let us interact with patrons in new ways.

CreativeBug

The Friends received a \$4,000 donation from a local family's trust and have used it to pay for Creative Bug, an online service with video arts and crafts workshops and techniques. You can learn how to paint, knit, crochet, sew, screen print, and more. It will be available 24/7 for patrons and will be used by staff for programming.

Unique Telephony

Mid-Ark is providing us with telephony notification service through Unique for patrons with no email or text service. We expect it to start next week.

Hoopla

Hoopla is a digital service that offers simultaneous downloads of audiobooks, ebooks, music, comics, movies and tv shows. We go live on Tuesday, March 17th. This will be a great addition to our other digital resources.

QuickBooks

We are in the process of updating from the desktop version to the online version. This will allow payroll and bill payment to continue during library closures. We encountered several issues during the data conversion process that QuickBooks support staff weren't able to resolve. We hired a local QuickBooks Pro Advisor/CPA who has helped numerous businesses convert their data.

Hot Springs Village Focus Group

The HSV Property Owners Association has been having meetings with various stakeholders to discuss possible future uses of the Coronado Community Center. Since this is where the Village's library resides, Kari and I attended the meeting in February slated for library stakeholders. It was informative. I also invited Adam Web, the new director of the Garland County Library. The Community Center buildings are 40 years old and in need of refurbishing. If there are other purposes for them, now would be the time to make the change. Consensus at my table was in favor of keeping the library. It was a great opportunity to meet with Adam and talk about ways our libraries can cooperate.

New Striping in Parking Lot

Brad found a business to re-stripe the Benton parking lot. He did a good job and even managed to get an additional handicapped spot for us. We will get him to do Bryant's lot next.

Reimbursing Staff for Meals When Traveling

Admin staff researched this question after it came up at the last board meeting. We did not find rules saying staff could not be reimbursed for meals of one day of travel. Here is what we found:

AR Legislative Audit website under resources: http://www.arklegaudit.gov!/userfiles/editor/docs/Resources/Rules_For_Cash_Advances_For_County_Employees.pdf

Two takeaways:

- 1) any funds not spent must be paid back by employee
- 2) any meals covered for single day travel must appear on employee's W-2

Arkansas Code

[14-14-1207. Reimbursement of allowable expenses.](#)

(b) Allowance for Meals, Lodging, and Other Allowable Expenses.

(1) All reimbursements for the purchase of meals, meal tips, lodging, and other allowable expenses are based on the actual expense incurred or on a per diem basis if authorized by the quorum court.

(2) Reimbursement for meal tips under subdivision (b)(1) of this section shall not exceed fifteen percent (15%) of the purchase amount of the meal.

(3) A per diem reimbursement under subdivision (b)(1) of this section shall be made under an accountable plan as defined by Internal Revenue Service regulations as in existence on January 1, 2009.

CALS Drops Gateway Project & Reciprocal Card Agreements

On Tuesday, February 11, 2020 the libraries in the Library Development District III received this message from CALS. It was the day after an email went out to Gateway cardholders with the same message. Other libraries and patrons were understandably upset by the lack of advance notice and tone of the email. None of the libraries they contacted were part of the Gateway Program. We have not heard from our patrons that this is having a big impact on them. I feel like the services we offer are on par with CALS so the major appeal for our patrons is convenience.

On January 23, 2020 the CALS Board approved changes to CALS card eligibility requirements. You can read the revised Board Policy here: <https://cals.org/circulation-and-fees/>.

The big change is that anyone who does not pay taxes or reside in our service area will now pay a non-resident fee in order to use the CALS collection, physical or digital. This fee will be the average of the property taxes paid per parcel in our service area; for 2020 this will be \$54.

Before making this change we consulted a group of peer libraries regarding their non-resident policy. Of the four initial libraries we contacted, three charge non-resident fees to anyone who does not live in their service area and they base their charge on the average property taxes that a resident would pay. This is the policy we have adopted.

For many years CALS has offered use of our resources and collections for free to several categories of patrons who do not pay taxes in our service area. This is not fair to those who do pay taxes to support our operations. We are asking everyone who uses our collection to pay their fair share to support it. This change in policy affects all patrons who currently have CALS-Area Employment, North Little Rock, and Gateway card types. These users account for a significant portion of our circulation: 15% of digital circulation and 10% of physical circulation goes to patrons who do not pay anything to support CALS.

Beginning March 1, 2020 all **NEW** card applicants with addresses that are not in the CALS service area will be required to pay an annual non-resident fee. For all **EXISTING** CALS-Area Employment, North Little Rock, North Little Rock Family, and Gateway cardholders, we will extend a six month grace period and allow them to continue using our collections through August 31, 2020. On September 1, 2020 they will need to pay the annual non-resident fee in order to continue using our collections.

We hope everyone understands this is an issue of equity for our taxpayers. It is not fair to ask them to pay to fund our system, and to potentially ask them to increase the funding to our system, while allowing other patrons to use the system for free in such large numbers. Unfortunately this means that CALS will no longer participate in the Gateway program since every non-resident patron would then be eligible for a free Gateway card; we will be sending out the required announcement to all Gateway libraries soon.

If you have any questions, please don't hesitate to ask.

NATHAN JAMES

Deputy Executive Director Technology & Collection Innovation

CENTRAL ARKANSAS LIBRARY SYSTEM

Submitted by,
Patty Hector
Library Director

Library Management Team Report
Adult Services Department
March 2020

Makerspace hours will be changing from 10 AM – 2 PM to 9 AM – 3 PM the 3rd Saturday of each month. We are exploring ways to slowly implement increased hours for this space. The Makerspace committee has obtained a Cricket machine with the help of our Friends of the Library Board and have gained access to Creativebug, an online learning platform for crafting. This machine and software will help in implementing new projects.

Adult Services is happy to add Tai Chi Fit in the evenings twice a month. Forty-three adults turned out for our Adult Harry Potter Night. Potions, Horology, and Madame Puddifoot's Tea Shop were just some of the fun spots to stop by. Putt-Putt in the Library was a huge success. Kari helped get local business partners to decorate each hole in different themes. A good time was had by all 35 attending. Quilting Block-by-Block brought out 30 attendees at the first meeting. Basics of quilting are being taught and by the end of the course the participants will have enough blocks to make a lap quilt.

The Bookmobile has arrived! We presently have stops in East End, Paron, and Haskell. Adult Services is also providing a craft program at each of these stops. We also service Timber Ridge and Friendship with age-appropriate programs servicing this diverse population. We also provide books and entertainment to our homebound patrons.

Upcoming programming will include Straw Bale Gardening, Basket Weaving, and Human Trafficking to mention a few. We have answered over 2,300 questions at the "Ask Here" desk and have served 820 adults so far this quarter.

Submitted by,
Alissa Turner
Marketing Manager

Library Management Team Report
Bryant Branch
March 2020

Staff have been diligently cleaning up the collection. The DVDs and Adult Nonfiction items have been weeded to make room for growth within each of the sections.

The IT department has replaced the majority of our public computers with updated equipment to make computer work easier and more efficient for patrons!

We are in the process of adding 30 new wireless hotspots to the collection. Verizon is the service provider for 10, AT&T powers 10, and the last 10 are provided by Mobile Beacon, which is powered by Sprint. The hope is that patrons will be able to request the service provider hotspot that works best in their area to hopefully cut down on wait time for hotspots.

We are in the process of gathering quotes to install a ventilation system in the Branch Makerspace. Our Teen Cooking club is very popular with the kids, and we would like to continue the club. We are limited in the variety of foods that can be prepared due to venting issues. We are hoping to get at least two or three quotes before proceeding with the installation.

Submitted by,
Leigh Espey
Branch Manager

Library Management Team Report
IT Department
March 2020

IT has been quite busy in the last month: We have added a new cordless VOIP phone to Circulation, to allow for more versatility and coverage. We also added a cordless VOIP phone to the Bryant branch. We are currently in the process of replacing many of the older computers at both branches and look to be completely updated in the coming weeks. We have successfully kept network down-time to an absolute minimum, allowing network access to staff and patrons with as few interruptions as possible. We are also continuing our efforts to support the MidArk regional libraries.

Submitted by,
Rob Walton
Technology Manager

Library Management Team Report

Library Manager

March 2020

Business as usual has been going on. I've been extremely busy attending meetings, facilitating meetings, observing the day-to-day operations, doing a lot of behind the scenes work, and fostering new techniques and approaches to ensure accountability.

Youth Services Workshop (Ferndale 4H Center)

The annual Youth Services Workshop for the upcoming 2020 CSLP Summer Reading Program offered many breakout sessions, learning opportunities, and networking. Sherry Norfolk was the keynote speaker again this year. The Youth Services Committee for the Arkansas State Library has scheduled CE opportunities throughout 2020, and will be looking to expand the yearly Youth Services Workshop to include summer reading breakout sessions for teens and adults in the future to fully embrace the CSLP model.

PLA Conference (Nashville, TN)

This year was my first opportunity to go to the Public Library Association Conference which celebrated its 75th Anniversary. It was a wonderful opportunity to connect with librarians from all over. Keynote speakers were Stacey Abrams, Dr. Bettina Love, Haben Girma, Soledad O'Brien, and Samantha Bee. The conference was centered around equity, diversity, and inclusion, and how important it is for our libraries in our respective communities emulate and adopt this mindset to be a catalyst of change. Breakout sessions were centered around various Professional Development pathways in which we felt we individually identified with: Community Advocates, Data-Driven Leaders, Networked Innovators, and Public Library Stewards. I attended some dynamic sessions on the Data-Driven and Public Library Stewards path: Developing Interactive Activities to Boost Team Building, How Libraries Can Support Cognitive, Emotional, and Physical Health in Adults, Leading from the Middle, Intentional Inclusion: Disrupting Middle Class Bias in Library Programming, and Uniting Library Patrons, Staff, Donors, and Advocates for Library Giving Day.

Leadership Saline County XV (Benton & Bryant, AR)

I have had the pleasure of attending 3 Leadership Saline County classes since the last board meeting. We have had Nonprofit Day, Government Day, and Education Day. It was a wonderful opportunity to learn of the Nonprofit organizations here in the community and learn how to connect patrons in need to access the resources they need. Government Day was a great opportunity to learn and hear from local elected officials in the community. We also got to

an opportunity to visit the Arkansas State University System. We later took a trip to the Capitol where we were given an extensive tour of the Capitol by our local State Representatives and Senators. We also met with Governor Hutchinson in his office, as well as attended a Legislative Committee. Education Day was an opportunity to learn about various educational sites here in the community. We toured Benton High School, Bryant Jr. High School, our library, and the Goodwill Educational Center.

Submitted by,
Janine D. Jamison-Miller
Library Manager

Library Management Team Report
Marketing Department
March 2020

Mid-Ark is in full swing and Jordan has done a FANTASTIC job by basically running the whole marketing show for that. She created the logo and was heavily involved with the app design. I am working on the website and hope to have that finished this month.

We had our first bookmobile stop in East End. We had 7 patrons (signed up 3 new cards) attend but lots of talk on social media about not being able to go during the week because of work. We are going to try to move the location to the East End Café so we can draw in people who are already out for lunch and then possibly see about putting a kiosk or locker somewhere so those we cannot go to the bookmobile can still get items at their convenience.

We are currently promoting the Genealogy Conference and the Bookin' It 5k as our big events. The Genealogy Conference is March 21st and the Bookin' It 5k is April 11th. The 5k will raise money to cover the fines we are not giving out this summer. We already have \$3,300 raised in sponsorships. (Before expenses.)

Jordan has also done great work with the Children's Theater in creating their designs for the upcoming show at the Royal Theater. We are going to be putting together displays and promotions for the Census for March. We are also working with Flex 360 to reorganize our website based off feedback from staff and patrons.

Submitted by,
Kari Beesley
Marketing Manager

Library Management Team Report
Public Services Department
March 2020

We had a busy month in the Public Services Department. We have reorganized our department to better serve the needs of the library. Our department is now staffing the Circulation Desk and also helping to staff the Ask Here Desk. New duties have been assigned so that our staff has time to serve at the desks, act as floaters to help with passports, notaries, and checking in books. This has required some cross training of our staff, which we are still doing on an on-going basis. All of this is being done in two hour blocks so that people are not doing one repetitive thing all day long. It has been well received by the staff.

In addition to the above activities, the Public Services staff also helps with book donations, bindery repair, cleaning DVDs, keeping the coffee corner stocked, keeping the food pantry box outside filled and assisting patrons who have questions. For example in February, our staff answered 1,052 help questions patrons asked at the Circulation Desk.

We had two staff members who attended the PLA Conference in Nashville in February. Brian Roberson and Mason Newberry spent the week listening to speakers on various topics. Some of the favorites were about improving adult outreach services, leadership courses, management tips, how to reach special needs patrons, and how to do more programs involving podcasts and live programs. Brian and Mason thoroughly enjoyed the conference and would like to use some of the information they gained to further the programs at the library.

Library Management Team Report

Youth Services Department

March 2020

Our Tween Librarian, Jessica Hodges, brought back Harry Potter Night this February. We offered the program twice, attended by a total of 100 children. The kids and staff had a great time. You can check out the pictures from both nights on Facebook!

On Dr. Seuss's birthday, Jessica went to Ringgold Elementary to perform Dr. Seuss themed storytimes for the 1st grade classes.

In February, our Teen Librarian and I hosted a tour of the library and Makerspace activities for Avilla's 2nd-5th grade students. We made shrinky dink keychains and played with all of our robots.

Homeschool Hour seems to be steadily growing. On March 5th we had our highest attendance yet, 21 age 3-5 children, 29 age 6-8 children, 29 age 9-11 children, and 25 teens. We will be having a parents meeting on March 18th during Homeschool Hour to discuss the future of the program.

Over the past few weeks, our Youth Services Assistant, Becca Griffin, has been in charge of organizing the Makerspace and taking inventory. She has been doing a terrific job and we are super lucky to have her on our team.

This week we received some sad news. Our other Youth Services Assistant, Sierra Joyce, has made the tough decision to leave. She attends college at UCA in Conway and needs to spend more time focusing on school. We are thrilled that she will stay on as seasonal help and will be a regular fixture in the children's department during her summer break.

On Friday the 13th the youth services staff will attend the Children's Services Workshop. We look forward to attending many great sessions to pick up some new programming ideas and ways in which we can better serve our patrons. Our Children's Librarian, Wendy Christy, is on the Arkansas State Library Youth Services Committee so she has been responsible for preparing for the event and will be working at the event.

During spring break, we have some extra programs planned in addition to our regularly scheduled storytimes. In Benton we will be having a block party on

Tuesday, movie day on Wednesday and blown art on Thursday. Bryant will be having a block party on Wednesday.

Outdoor Learning Center Proposal

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

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

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

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

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

Timeline: Planning began in January 2019

Grant applications are currently being researched and submitted

With board permission, sponsorship pavers will be sold beginning May 2020

Groundbreaking tentatively scheduled for December 2020

Grand opening tentatively scheduled for March 2021

Expenses: Fall River Lawn and Landscape provided us with a quote for \$13,496.60, which includes irrigation work, fence installation, excavation, concrete and paver installation, and landscaping.

Play features include a sensory garden (expenses included in Fall River quote), outdoor play kitchen (donated pallets), stump climbing feature (donated stumps), building area \$1,500, digging table \$500, bamboo playhouse \$800, art station \$100, nature play table (donated pallets), and sensory walkway (expenses included in Fall River quote).

Funding Sources

Sponsors: Two different sized pavers will be sold to help cover some of the cost of the Outdoor Learning Center. Small pavers will be sold for \$100, large pavers will be sold for \$250.

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

Library: Landscape maintenance per year is estimated at \$1,200 and will be funded through the programming budget.

Grants: Grant funding will hopefully cover the bulk of expenses.

Kemple, K. M., Oh, J., Kenney, E., & Smith-Bonahue, T. (2016). The power of outdoor play and play in natural environments. *Childhood Education*, , 446. Retrieved from

<https://search.proquest.com/docview/1842817188?accountid=403>

Christopher, T. (2010). Not our nature to be removed from nature. *National Catholic Reporter*, 46(13), 1. Retrieved from

<https://search.proquest.com/docview/215296588?accountid=403>

PLA Report

I had the pleasure of attending several great sessions at the Public Library Association Conference in February. The following are highlights from a few of my favorite sessions.

Adding Mindfulness to Your Storytime Checklist

- Mindfulness is proven to reduce stress, increase self-regulation, and improve empathy
- Example exercises to incorporate while deep breathing: watch breathing buddy move on belly, listen to rain stick, watch glitter in sensory jars
- Choose one that works for your audience and be consistent

Programming for All Abilities

- Use a visual schedule, use first person language, example marketing for this audience, types of programs that work best (crafts and science)

Leading from the Middle

- Connect a staff member's personal purpose to their job
- Give staff opportunities to lead
- Address how staff members like to be managed individually

Library's Role in Bridging the Middle School STEM Equity Gap

- What learning needs to schools need help meeting?
- To help create a successful program use a logic model
- Assess programs with a talk back board and staff observation

Submitted by,
Sarah Beth Lesko
Youth Services Manager

Saline County Library 2020 Budget Revised

Item #	Budget Classification	2019	2020	2020 Revised
	Full-time Salaries	\$1,320,813.50	\$1,390,869.68	\$1,430,064.02
	Part time Salaries	\$197,066.48	\$226,104.78	\$236,733.57
	Total Salaries	\$1,517,879.98	\$1,616,974.46	\$1,666,797.59
	Benefits			
600	Social Security Matching (7.65%)	\$125,000.00	\$125,000.00	\$127,000.00
800	Noncontributory retirement (14.5%)	\$245,000.00	\$240,000.00	\$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
	Total Benefits	\$599,400.00	\$605,000.00	\$613,000.00
	Grand Total Personnel Fund	\$2,117,279.98	\$2,221,974.46	\$2,279,797.59
	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
	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
5000	Postage	\$10,000.00	\$12,000.00	\$12,000.00
	Transportation			
5200	Mileage Reimbursement	\$1,500.00	\$1,000.00	\$1,000.00
2500	Fuel for Vehicle Use	\$3,000.00	\$3,500.00	\$3,500.00
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
	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	\$6,000.00	\$6,000.00
	Repairs and Maintenance			
6500	Building and Improvements	\$50,000.00	\$50,000.00	\$50,000.00
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	\$166,000.00	\$166,000.00
9300	Machinery and Equipment	\$60,000.00	\$40,000.00	\$40,000.00
G2019	John Cotton Dana Award Grant	\$10,000.00		\$9,562.74
	Total Other Services and Charges	\$1,345,155.00	\$1,363,000.00	\$1,372,562.74
	Total Budget	\$3,462,434.98	\$3,584,974.46	\$3,652,360.33
	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
	Interest	\$20,000.00	\$20,000.00	\$20,000.00
	Rollover/Reserves	\$250,000.00	\$200,000.00	\$283,500.00
	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	\$3,652,739.31

*previous year's tax receipts are used

Revised 3/16/2020

Behavior Policy

(Revised 3/16/2020)

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 kept~~ to a minimum. **Please be courteous of other patrons in the computer lab if you must accept a call. 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, haphazardous 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 **even with an enhanced concealed carry license is prohibited. Carrying a weapon is a Class A misdemeanor. Arkansas Code 5-73-120. See also Ark. Code 5-73-306.**

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.

Items to be Deleted from Inventory
March 16, 2020

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
0732	Breakroom Chair	150.00	Aug 2003	Unknown	Mar 2020	Broken
0883	Computer Table	500.00	Aug 2003	Unknown	Mar 2020	Broken
1829	Heater	~50.00	Unknown	Unknown	Mar 2020	Broken
2599	Reception Desk	649.99	Mar 2012	Massage and Salon Products	Mar 2020	Replaced with new desk
2931	Flash Forge 3D Printer	979.91	Apr 2018	Amazon	Mar 2020	Broken



PRELIMINARY ASSESSMENT REPORT



Saline County Library

March 11th, 2020

EXECUTIVE SUMMARY

As the enclosed report will reflect, Saline County Library facilities have significant opportunity for energy and operational cost savings. The potential savings realized through an energy savings performance contract (ESPC) could fund the implementation of LED lighting upgrades, strategic HVAC replacements, retro-commissioning, enhanced HVAC controls, envelope improvements, and potentially, solar power. While the Library staff have done a first-rate job of maintaining older systems to date, implementing a comprehensive statewide facility upgrade project at once will only improve ongoing maintenance efforts.

An ESPC provides a solution to the dilemma of costly, comprehensive facility upgrades. By using the existing waste in its annual operations & maintenance budget, Saline County Library can implement a project that:

- ☉ Pays for Itself 100% using money that is already in current budget
- ☉ Addresses critical facility needs on a comprehensive basis (rather than incremental)
- ☉ Capitalizes on low-interest rate environment with a guarantee of savings that will exceed costs of debt service
- ☉ Shifts the risk of performance to the ESCO through a guarantee that ensures refund for any savings shortfalls
- ☉ Allows staff to operate and service building systems proactively vs. reactively

As a leader in the field of environmental and energy services, Entegrity completes several ESPC projects for public clients across the region. Our approach to ESPC—which focuses on cost-efficiency and transparency—is completely unique among ESCOs and has resonated strongly with our long list of satisfied public customers.

On behalf of the Entegrity team, I want to thank the Saline County Library for the opportunity to compile this Preliminary Analysis Report. We hope this evaluation is beneficial and that we have the opportunity to work with you on an ESPC project, should you elect to move forward.

Thank You,

Jacob Estes,
Business Development Executive

QUICK FACTS

\$2B

Entegrity has \$2 Billion bonding capacity for public projects

41

Entegrity has completed projects in 41 states throughout the U.S.

30

Entegrity's construction team has been ranked among ENR's Top 400 Largest General Contractors for 30 years

8

Entegrity has 8 offices throughout the US including the HQ in Little Rock

GENERAL INFORMATION

Saline County Library is comprised of two facilities: Bob Herzfeld Memorial Library in Benton and the Mabel Boswell Memorial Library in Bryant both completing construction in 2003 and 2002 respectively.

Since then, Saline County Library system has supplied the local community with a multitude of services. Both locations strive to create unique and enriching experiences for the people of Saline County.

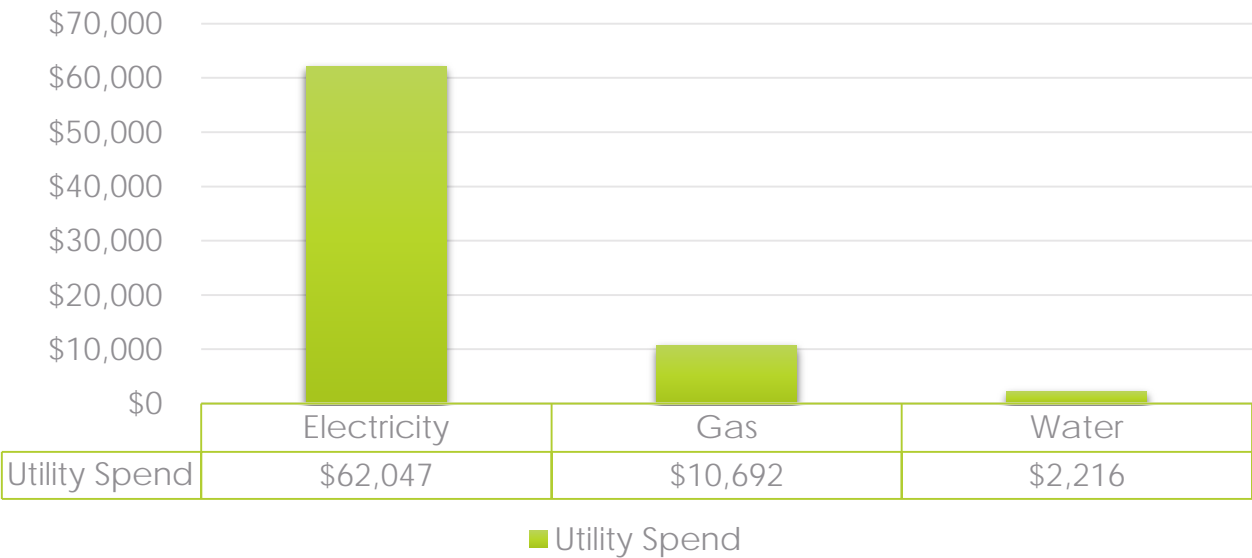
Additional information on the Saline County Library system is provided in the table below, based on Entegrity site assessment January 9th, 2020.



METRIC	DATA
Customer Classification	Library System
Facility Square Footage	Bob Herzfeld Memorial- 32,000 SqFt Mabel Boswell Memorial Library- 10,000 SqFt
Electric Utility	City of Benton and Entergy
Gas Utility	CenterPoint Energy
Water Utility	City of Benton and City of Bryant
Total Utility Spend	\$90,172
Electric Utility Incentive Availability	Yes
Gas Utility Incentive Availability	Yes

ANNUAL UTILITY SPEND

Bob Herzfeld Memorial Library



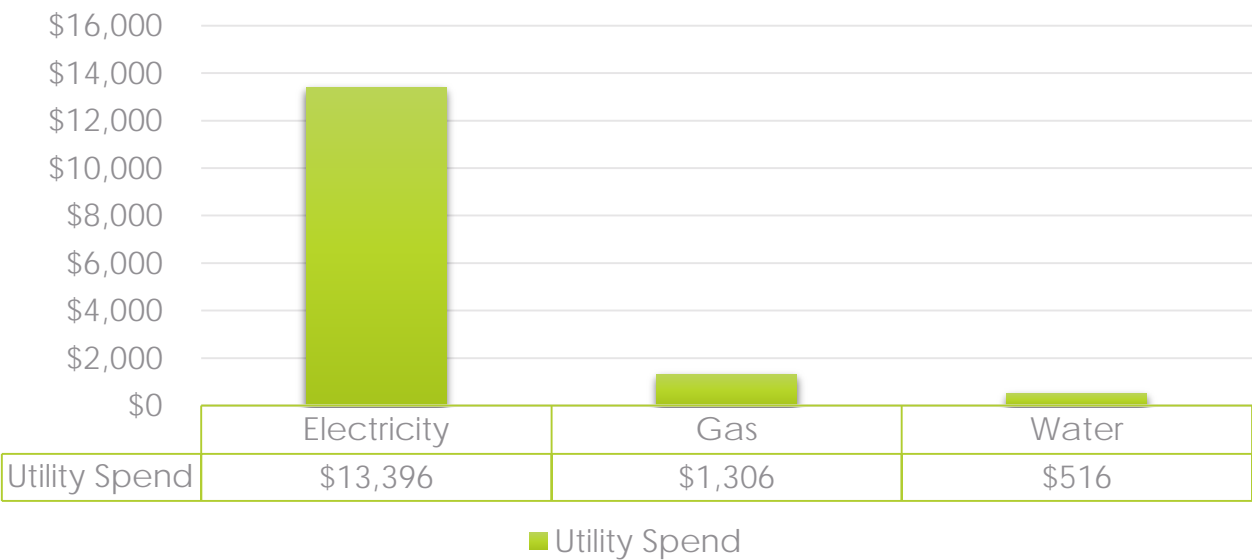
The Bob Herzfeld Memorial Library in Benton spends approximately \$75,000 annually in utilities. Annual expenses for gas are approximately \$10,700. Annual expenses for water and electricity are approximately \$2,200 and \$62,000 respectively. One metric used to compare energy performance of similar building types is the energy cost index (ECI), which is represented by total annual utility cost per square foot. The utility data and square footage provided represents an energy cost index (ECI) of \$2.34/SqFt.

The table below is a summary of Saline Bob Herzfeld Memorial Library Energy Cost Index:

Utility	Energy Cost Index (\$/SqFt)
Electric	\$1.94
Gas	\$0.33
Water	\$.07
Total	\$2.34

ANNUAL UTILITY SPEND

Mabel Boswell Memorial Library



The Mabel Boswell Memorial Library in Bryant spends approximately \$15,200 annually in utilities. Annual expenses for water are approximately \$500. Annual expenses for gas and electricity are approximately \$1300 and \$13,400 respectively. One metric used to compare energy performance of similar building types is the energy cost index (ECI), which is represented by total annual utility cost per square foot. The utility data and square footage provided represents an energy cost index (ECI) of \$1.52/SqFt.

The table below is a summary of Saline Bob Herzfeld Memorial Library Energy Cost Index:

Utility	Energy Cost Index (\$/SqFt)
Electric	\$1.34
Gas	\$0.05
Water	\$0.13
Total	\$1.52

National Library Benchmark



Energy Use Intensity
71.6 kBTU/sqft

Another metric investigated in our preliminary analysis is Energy Use Intensity (EUI). Energy use intensity is a value used to compare a building’s annual energy use to other buildings, measured in kBtu/square foot. The lower the building’s EUI, the better it performs compared to other buildings. The EUI can also be used to set energy targets for new and existing buildings. EnergyStar’s benchmark national median EUI for Library facilities in the United States is 71.6 kBTU/sqft. Mabel Boswell Memorial Library performs better than the typical library, with an EUI of 56.8 kBTU/sqft. Bob Herzfeld Library, however, performs significantly worse than the National Library Benchmark with an EUI of 117.7 kBTU/sqft.

Bob Herzfeld
Memorial Library

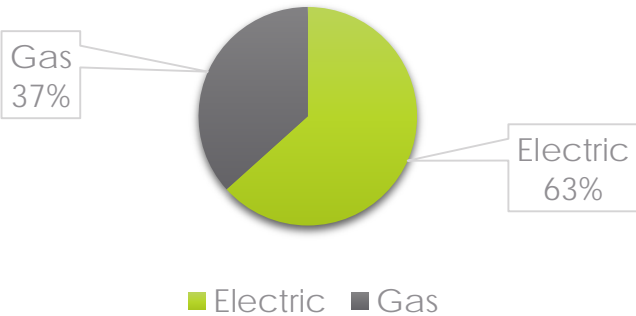
Energy Use Intensity
117.7 kBTU/sqft

Mabel Boswell
Memorial Library

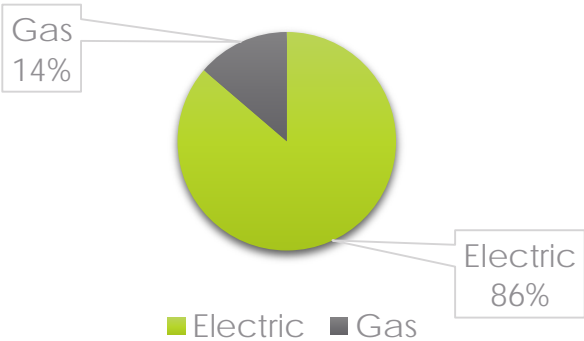
Energy Use Intensity
56.8 kBTU/sqft

The graphs below summarize energy use and costs in another way. Energy use and costs are broken down by utility and compared to the total facility energy use and spend. The analysis shows that, while natural gas heating energy makes up approximately a third of the facility energy usage (30%), it represents approximately only one-tenth (10%) of the annual energy cost. This shows that for Saline County Library, electricity is significantly more cost demanding than natural gas – and electricity waste should be targeted for utility savings.

Portfolio Energy Use



Portfolio Energy Cost



EXISTING CONDITIONS

During Entegrity's site assessment, existing conditions of energy using systems at each Saline County Library facility were reviewed and documented, including interior and exterior lighting, HVAC equipment and controls, water fixtures and heating equipment, and building envelope (roofs, walls, floors and windows).

The existing lighting systems at Saline County Library facilities use a mix of interior fluorescent technology and high wattage exterior lighting across the Library facilities, whereas, very little energy efficient LED lighting was observed. Minimal lighting control strategies were observed during Entegrity's site assessment.



The existing HVAC systems use a combination of roof top units, VRF, chillers and boilers, and split and packaged DX systems with furnaces. Equipment age varies across the Library facilities, with some equipment being near or exceeding useful life.

Some of the Library's HVAC systems are currently controlled via different, remote building automation systems and other Library facilities utilize space thermostats only. A range of different thermostat types and setpoints exist throughout the facilities. Occupants can adjust each system per space or zone requirements. A consistent, Library wide building automation platform can produce energy savings by avoiding unnecessary space heating and cooling during unoccupied hours, while allowing the maintenance staff greater control of facility operations.

Building envelope components range in age and efficiency throughout the Library. Several glazing opportunities were observed with the existing windows. Bob Herzfeld Memorial Library offices are experiencing difficulty with temperature control directly related to compromised building envelope conditions. In addition, the potential for air & water infiltration was documented at storefront doors and other entryways. Water damage, humidity issues, pest problems and poor indoor air quality can be attributed to defective roofs, windows, doors and/or flooring.

The existing water fixtures are a combination of low and high efficiency products. Water closets in Library facilities were identified as average flow at 1.6 GPF. Low flow urinals toilets with automatic flush valves were identified in some locations. Domestic water heating is achieved through low and high efficiency, gas-fired systems.

POTENTIAL UPGRADES

OPTIMIZE: LIGHTING

Saline County Library has a wide variety of lighting currently in use throughout their facilities including incandescent, metal halide, fluorescent, and limited LED.

Lighting controls predominantly consists of point-of-use switching while occupancy or daylight sensors were not observed at both locations. In order to optimize energy usage lighting control systems with scheduled lighting should be employed.



OPPORTUNITY SUMMARY



EXISTING



Low efficiency lamps and fixtures with simple control strategies



High maintenance costs due to shorter lamp life and hard to reach fixture locations



Lack of occupancy sensors means lights are left “on” for up to 50% too long



PROPOSED



Low wattage retrofit LED lamps and fixtures with equal light output
\$0 spend on lighting maintenance due to long-term warranty



Install occupancy sensors in all appropriate locations to eliminate waste



Full lifetime warranty for all installed bulbs

OPTIMIZE: HVAC

Combined, HVAC typically represents 45-50% of a building's energy consumption. System designs and purposes vary widely, making energy improvement solutions unique in every facility. More complex systems require more intensive maintenance and high equipment replacement costs, while simpler designs limit the flexibility and capability of conditioning occupant spaces.

HVAC equipment upgrades for Saline County Library facilities would provide higher efficiency solutions, reduced maintenance costs and increase capabilities of the most complex systems to allow for maximum life-cycle performance.



OPPORTUNITY SUMMARY



EXISTING



Various older systems across the Library portfolio. Some plant type systems



Significant amounts of existing equipment is past its useful life



Low equipment efficiencies due to long life and operational degradation



High maintenance costs due to component failures



PROPOSED



HVAC system type and component upgrades and/or one for one replacements



High efficiency systems with variable control and current technologies



Improved occupant comfort and control



Reduced component failures and maintenance costs

POTENTIAL UPGRADES

OPTIMIZE: TUNE-UPS/RETRO COMMISSIONING

Over time, HVAC systems will degrade in performance. As the system performance declines, more energy is required to achieve space conditioning requirements. Tune-ups can return the performance of HVAC systems to their original design and typically improve the system efficiency between 10% - 30%.

Tune-Ups of the Library facilities could minimize energy waste during unnecessary hours, increase occupant comfort, and reduce maintenance and service calls.



OPPORTUNITY SUMMARY



EXISTING



Older, existing equipment in various operational conditions



Higher maintenance costs due to equipment degradation and component failure



Non-programmable and/or scheduled systems and equipment



PROPOSED



Improved equipment performance and reduced energy use



Reduced maintenance costs with upgraded components and equipment tune-ups



Better operational and occupant control of HVAC equipment for energy performance and indoor comfort

POTENTIAL UPGRADES

OPTIMIZE: CONTROLS

Saline County Library currently uses minimal HVAC control. Mabel Boswell Memorial Library was observed to have nine HVAC units each controlled by unique thermostats. Automatic building controls can be utilized when the building or spaces are in various operating modes such as unoccupied, special event, temporary setback, etc. The automation of this scheduling function can produce energy savings by avoiding unnecessary space heating and cooling. In addition, through the implementation of a centralized control system, the facility staff can customize temperature ranges for each space to further optimize HVAC system operation.



OPPORTUNITY SUMMARY



EXISTING



Simple, non-centralized space thermostats



No HVAC controls scheduling or space temperature setbacks



Lack of equipment operational trending, diagnostics or programming capabilities



PROPOSED



Networked, direct digital control thermostats



Programmable thermostats with occupant override capabilities



Centralize new thermostats to provide operation data to make HVAC maintenance more cost effective

POTENTIAL UPGRADES

OPTIMIZE: BUILDING ENVELOPE

Building Envelopes vary across the Saline County Library system. Offices at the Benton location are difficult to control temperature due to the significant amount of windows. Sealed windows is essential for optimizing energy consumption. If properly not sealed or closed, the sensible and latent loads on the HVAC system can be impacted reducing the lifespan of equipment and increasing maintenance costs. Furthermore, roofs were observed to need maintenance in order to prevent further building damage.



OPPORTUNITY SUMMARY



EXISTING



Air/Water infiltration on multiple facility envelopes causing higher energy use and occupant complaints



Increasing maintenance costs for repair and replacement due to degradation



Low thermal resistance and higher solar heat gain contributes to excessive energy use and poor indoor conditions



PROPOSED



Improved equipment performance and reduced energy use



Reduced maintenance costs with upgraded components and equipment tune-ups



Better operational and occupant control of HVAC equipment for energy performance and indoor comfort

POTENTIAL UPGRADES

OPTIMIZE: SOLAR + STORAGE

Solar energy is an abundant, reliable and clean source of energy which can immediately lower energy costs and reduce the dependence on limited and expensive fossil fuels. Although there is variability in the amount and timing of sunlight each day, a properly sized and configured system can be highly reliable. If the energy demands of a building increase, solar applications can be easily scaled to match these needs.

Based on our assessment of Library facilities and sites, solar power upgrades could be a cost-effective strategy to reduce energy consumption and costs.



OPPORTUNITY SUMMARY



EXISTING



High utility costs due to excessive energy consumption



No existing renewable energy production



Lack of hedge against utility inflation costs



PROPOSED



Potential roof or ground mount solar PV system to reduce utility costs



Hedge utility inflation costs with locked in rates for 25+ years



How could this project affect the Saline County Library financially?

The improvements recommended in this report could generate a significant return on investment for Saline County Library. Below are conservative estimates of the benefits of implementing an ESPC project across the Library based only on the provided utility information:

ITEM	DESCRIPTION	TOTAL
Current Annual Utility Spend	Utility spend across Library facilities	\$90,172.08
Estimated Savings	Projected reduction in utility expenses	15% - 30%
Estimated Guaranteed Project Savings	Projected utility savings guaranteed per year	\$13,500–\$27,000
Projected Total Guaranteed Savings	Combined utility savings impact over 20-year period without inflation	\$270,500–\$540,000

PROJECT SUMMARY

COMPREHENSIVE ENERGY SAVINGS PROJECT

The potential performance of a proposed ESPC project with Saline County Library is illustrated below and available bonding terms available to public entities in the state of Arkansas. Conservatively, this project will allow Saline County Library to address approximately **\$200,000** in deferred maintenance without affecting the annual budget. These terms are as follows:

- Interest Rate of **4%**
- Maximum **20-year** finance term

In addition to terms above, the financial performance table assumes the following conditions:

- Annual Escalation Rate of **3.0%** for utility costs
- Annual Escalation Rate of **3.0%** for operation costs
- Year-1 Guaranteed Utility Savings of **\$18,000**
- Year-1 Guaranteed Operational Savings of **\$10,000**
- Owner Equity Contribution of **\$0**
- Estimated Utility Incentive of **\$0**

Total Financed Amount of **\$300,000**

ESTIMATED SAVINGS				FINANCIAL PERFORMANCE		
YEAR	UTILITY SAVINGS (\$):	OPERATIONAL SAVINGS (\$):	ANNUAL SAVINGS (\$):	ANNUAL DEBT SERVICE (\$):	CASH FLOW (\$):	CUMULATIVE BALANCE (\$):
0	6,000	3,333	9,333	0	9,333	9,333
1	18,000	10,000	28,000	22,075	5,925	15,259
2	18,540	10,300	28,840	22,075	6,765	22,024
3	19,096	10,609	29,705	22,075	7,631	29,655
4	19,669	10,927	30,596	22,075	8,522	38,177
5	20,259	11,255	31,514	22,075	9,440	47,617
6	20,867	11,593	32,460	22,075	10,385	58,002
7	21,493	11,941	33,433	22,075	11,359	69,361
8	22,138	12,299	34,436	22,075	12,362	81,723
9	22,802	12,668	35,470	22,075	13,395	95,118
10	23,486	13,048	36,534	22,075	14,459	109,577
11	24,190	13,439	37,630	22,075	15,555	125,132
12	24,916	13,842	38,759	22,075	16,684	141,816
13	25,664	14,258	39,921	22,075	17,847	159,663
14	26,434	14,685	41,119	22,075	19,044	178,707
15	27,227	15,126	42,353	22,075	20,278	198,985
16	28,043	15,580	43,623	22,075	21,549	220,534
17	28,885	16,047	44,932	22,075	22,857	243,391
18	29,751	16,528	46,280	22,075	24,205	267,596
19	30,644	17,024	47,668	22,075	25,594	293,190
20	31,563	17,535	49,098	22,075	27,024	320,213
TOTAL:	489,667	272,037	761,704	441,491	320,213	

Saline County Library Pandemic Illness Policy

Should a flu pandemic affect our community, the library will comply with requests from the Saline County Health Department to assist in checking the spread of the virus. This may involve closing some or all library facilities for the duration of the crisis. Staff illness may also force closing of some or all locations for a period of time.

If the Library is Closed

In the event the library is closed as part of a quarantine implementation:

- Most staff will be instructed to stay home for the duration of the quarantine period.
- All events scheduled to take place in library facilities will be cancelled.
- Every attempt will be made to maintain electronic resources and services to provide information and recreation for the public.
- Some staff members may be required to report to library facilities for various reasons. Examples would include maintenance staff needed to protect the property, IT staff needed to keep essential computer systems operating, management staff needed to direct operations, finance staff needed to process payrolls, etc.
- Full-time staff will continue to be paid at their normal rates.
- Part-time staff will only be paid under the discretion of the Library Director.
- The most reliable method of paying staff will be direct deposit to individuals' bank accounts. It WILL NOT be possible to distribute checks in person. It MAY NOT be possible to distribute checks by mail, and even if the mailing of checks is an option, mail service may be disrupted.
- Staff members are advised to maintain a reserve of cash in their homes, as banks may be closed and ATM machines will quickly be depleted of cash.
- Library facilities will be made available to public health officials to be used as staging, screening, or treatment sites, or for other purposes to help protect the safety and welfare of the public.
- Overdue fees for borrowed library materials will be waived for the duration of the closing.

If the Library is Open

If the library remains open staff members will be expected to report for work as usual. Some staff members may find it necessary to stay home for the following reasons:

- because they **or someone in their household are ill**, have a weak/compromised immune system, **or are in a high risk category (e.g. over 60 with an underlying health issue, pregnant, have an autoimmune disease, etc).**
- are needed to care for dependents
- are quarantined because of illness in the household

In such cases, individuals will ~~be required to use (in the following order) accumulated sick time, vacation/personal time, or unpaid personal leave~~ be paid at their normal rates and encouraged to do any work from home that they can.

Staff who are ill **with flu-like symptoms** and report to work may be sent home ~~and~~ **but will not be required** to use accumulated sick time, vacation/personal time, or unpaid personal leave.

All programs and events scheduled to take place in library facilities will be cancelled.

Overdue fines will be waived until it has been determined the public health risk has been minimized.