AGENDA Special Board Meeting

Saline County Library Board of Trustees
6/21/2021 | 3:30 pm
1800 Smithers, Benton, AR

I. Call to Order

II. Announcements

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

IV. Financial Reports

    a. Income and Expense Reports (Jan-Apr corrected)

    b. Tax Receipts

V. Discussion Items

    a. Director's Report

VI. Unfinished Business

    a. Pay Scale Adjustment for January 2021 Mandated Minimum Wage Increase

    b. Compensation Policy

    c. Outdoor Learning Center Proposal

VII. New Business

    a. Board Member Recommendation

    b. Recommendation for Market Pay Study

    c. Website Accessibility Statement

    d. IMLS ARPA Grant Application

    e. Contract for Website

    f. Scholarship Application - Robinette

VIII. Adjourn

Next regular board meeting 7/19/2021 at 3:30 p.m.

Board Meeting Minutes

May 17, 2021

Attendees:

Caroline Miller-Robinson, Board Chair
Marian Douglas, Board Member
Lindsay Jordan, Board Member
Allison Nolley, Board Member
Phyllis Tucker, Friends of the Library

Patty Hector, Director
Janine Miller, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator
Julie Syler, Systems Administrator

Absent:

Pat Bisbee, Quorum Court Liaison
Dustin Sanders, Former Board Chair

Prior to the Board Meeting, Jennifer Wann from the Arkansas State Library provided Library Board Trustee Training that she has facilitated for Library Boards throughout the State of Arkansas.

I.   Call to Order

Miller-Robinson called the meeting to order at 3:55 PM

II. Announcements

Hector shared with the Library Board that Dustin Sanders has resigned from the Library Board due to a new role he has taken on at his employer which will require him to travel extensively, and Caroline Miller-Robinson will be serving as the Board Chair. Hector also introduce Heather Phipps, the new HR Manager to the Library Board.

III. Minutes from March 15, 2021

Miller-Robinson noted the correction needing to be made to the date to reflect the current year. Douglas moved to accept the corrected minutes. Jordan seconded the motion which passed unanimously.

IV. Financial Reports
   a. Income and Expense Reports
      Jordan moved to accept the corrected version of the income and expense reports. Douglas seconded the motion, which passed unanimously.
   b. Budget Modification Report
      Jordan moved to accept the budget modification report. Douglas seconded the motion, which passed unanimously.

c. First Security Pledge Report
Hector shared the Custody Pledge Statement shared regarding Municipal Bonds from First Security Bank.

d. Tax Receipts

Miller-Robinson requested that Tax Receipts charts not be in color anymore.

e. Web Sales Report

V. Discussion Items
a. Friends of the Library Report
Included in packet. Tucker shared how much the patrons loved the Mother's Day Bag fundraiser.

b. Director's Report
Included in packet. Hector also shared that patrons are appreciative of the library now being open to the public.

c. Circulation Report
Included in packet

d. Library Management Team Reports
Reports for Library Manager, Youth Services, Bryant Branch, Public Services, Community Engagement, and Building Operations included in packet.

VI. Old Business
a. Compensation Policy

The Compensation Policy needs to reflect that employee performance is to be formally reviewed at least twice a year by Jordan. Miller-Robinson requested that potential annual increases be added as a separate line item in the budget. It was suggested to remove the last line of the draft policy regarding COLAs. The Board would like the new HR Manager's feedback on this policy so this policy will remain as unfinished business.

VII. New Business
a. Library Deletions
b. Resolution for Credit Card Changes

Douglas moved to close credit account for Alissa Turner and to update Kari Beesley's name to Kari Lapp along with increase her credit amount to $5,000. Jordan seconded the motion, which passed unanimously.

c. Resolution for Check Signers
Douglas moved to approve the check signing privileges for staff members Hector, Miller, Phipps and Crumby. Motion was seconded by Nolley and passed unanimously.

d. Arkansas State Library Scholarship Application Approval for Leigh Espey

Jordan moved for Leigh Espey's application for a State Library Scholarship to be submitted for necessary signatures to be a part of the August 13 State Library Board meeting. Nolley seconded the motion, which passed unanimously.

e. Outdoor Learning Center Proposal
Youth Services Manager, Sarah Beth Lesko submitted a proposal for the Outdoor Learning Center that is a part of the current Strategic Plan. A portion of ARPA (American Rescue Plan Act) monies to be received from the Arkansas State Library can fund a portion of the Outdoor Learning Center, along with approval of funding from the Friends of the Library, and Programming line item money. The Board strongly supports the idea, however, will require additional conversations at the Special Board Meeting in June 2021. Nolley accepted the motion, and Jordan seconded the motion, which passed unanimously.

f. Board Replacement
Board member Allison Nolley agreed to serve another term so she will be recommended to the Quorum Court for a full five-year term. She finished out Susan Benzick's term which expires June 30, 2021.
Dustin Sander's term expires in June 2022 so there is a year left on it. The Board will find a candidate to recommend at the next (special) board meeting in June.

VIII.   Miller-Robinson adjourned the meeting at 5:05 PM.

Submitted By,

Janine Miller

Saline County Library

Income & Expense Report

January - April, 2021

	ACTUAL	BUDGET	REMAINING	% REMAINING
			TOTAL	
Revenue				
4150 Tax Receipts	629,867.68		-629,867.68	
4200 State Aid	28,194.66		-28,194.66	
4255 Advertising Income	2,342.55		-2,342.55	
4310 Book Sale	2,073.38		-2,073.38	
4330 Copies/Printing	1,404.59		-1,404.59	
4340 Damage	124.39		-124.39	
4350 Fines / Fees	377.82		-377.82	
4365 Fundraising	36.29		-36.29	
4370 Gifts/Memorials	174.00		-174.00	
4410 Interest Income	5,460.31		-5,460.31	
4420 Lost Item	1,080.81		-1,080.81	
4450 Out of County Card	47.65		-47.65	
4460 Refund	23,883.43		-23,883.43	
Total Revenue	**$695,067.56**	**$0.00**	**$ -695,067.56**	**0.00%**
GROSS PROFIT	**$695,067.56**	**$0.00**	**$ -695,067.56**	**0.00%**
Expenditures				
6560 Payroll Expenses				
0100 Wages	469,333.09	1,666,797.59	1,197,464.50	71.84 %
0600 Taxes (Fed, AR, SUTA)	33,846.25	132,000.00	98,153.75	74.36 %
0800 Retirement	69,632.65	246,000.00	176,367.35	71.69 %
0900 Insurance Benefits	72,848.88	228,000.00	155,151.12	68.05 %
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	322.50	1,000.00	677.50	67.75 %
Total 6560 Payroll Expenses	**645,983.37**	**2,279,797.59**	**1,633,814.22**	**71.66 %**
6700 Supplies				
1600 Printing	194.72	10,000.00	9,805.28	98.05 %
3300 Service Contracts	34,079.80	105,000.00	70,920.20	67.54 %
67-1700 General Office Supplies	4,391.16	30,000.00	25,608.84	85.36 %
67-2000 Janitorial Supplies	1,128.13	8,000.00	6,871.87	85.90 %
Total 6700 Supplies	**39,793.81**	**153,000.00**	**113,206.19**	**73.99 %**
68-5000 Postage	1,523.02	12,000.00	10,476.98	87.31 %
6800 Professional Services	1,456.83	15,000.00	13,543.17	90.29 %
6900 Communications	14,660.40	30,000.00	15,339.60	51.13 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	240.86	3,000.00	2,759.14	91.97 %
70-5200 Fuel for Personal Vehicle Use		1,000.00	1,000.00	100.00 %
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
Total 7000 Transportation	**240.86**	**5,000.00**	**4,759.14**	**95.18 %**
7050 Advertising	2,406.78	25,000.00	22,593.22	90.37 %
7100 Insurance				
71-5800 Fire and Extended Coverage		15,000.00	15,000.00	100.00 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
71-5900 Vehicle Insurance	2,133.31	4,000.00	1,866.69	46.67 %
Total 7100 Insurance	**2,133.31**	**19,000.00**	**16,866.69**	**88.77 %**
72-6000 Utilities				
6100 Electricity	17,774.55	75,000.00	57,225.45	76.30 %
6200 Gas	5,781.44	15,000.00	9,218.56	61.46 %
6300 Water	927.73	5,000.00	4,072.27	81.45 %
6400 Waste Disposal	2,115.20	6,000.00	3,884.80	64.75 %
Total 72-6000 Utilities	**26,598.92**	**101,000.00**	**74,401.08**	**73.66 %**
7300 Repairs and Maintenance				
73-6500 Building and Improvements	1,231.17	40,000.00	38,768.83	96.92 %
73-6600 Machinery and Equipment	432.40	40,000.00	39,567.60	98.92 %
Total 7300 Repairs and Maintenance	**1,663.57**	**80,000.00**	**78,336.43**	**97.92 %**
7400 Miscellaneous				
74-7300 Dues and Memberships	1,913.00	5,000.00	3,087.00	61.74 %
7900 Meals and Lodging		1,000.00	1,000.00	100.00 %
8200 Refund	17.95	2,000.00	1,982.05	99.10 %
8600 Software	24,687.02	55,000.00	30,312.98	55.11 %
Total 7400 Miscellaneous	**26,617.97**	**63,000.00**	**36,382.03**	**57.75 %**
8500-1 All Programming	**16,743.75**	**90,000.00**	**73,256.25**	**81.40 %**
8700 Staff Development	7,546.19	7,000.00	-546.19	-7.80 %
8752 Fundraising Expenses	690.64	1,000.00	309.36	30.94 %
8800 Books/Magazines/Video/Audio	127,328.51	550,000.00	422,671.49	76.85 %
G2019 Grant 2019	28,129.69		-28,129.69	
Total Expenditures	**$943,517.62**	**$3,430,797.59**	**$2,487,279.97**	**72.50 %**
NET OPERATING REVENUE	**$ -248,450.06**	**$ -3,430,797.59**	**$ -3,182,347.53**	**92.76 %**
Other Expenditures				
9100 Building and Furnishings	1,935.18	100,000.00	98,064.82	98.06 %
9300 Machinery and Equipment	2,950.05	40,000.00	37,049.95	92.62 %
9500 Other Miscellaneous Expenditure		95,098.55	95,098.55	100.00 %
Total Other Expenditures	**$4,885.23**	**$235,098.55**	**$230,213.32**	**97.92 %**
NET OTHER REVENUE	**$ -4,885.23**	**$ -235,098.55**	**$ -230,213.32**	**97.92 %**
NET REVENUE	**$ -253,335.29**	**$ -3,665,896.14**	**$ -3,412,560.85**	**93.09 %**

TAX RECEIPTS

Date County Received	Date Check Deposited	2017 Amount	2018 Amount	2019 Amount	2020 Amount	2021 Amount	Difference from previous year
December	January	$ 217,674.99	$ 216,567.49	$ 223,260.30	$ 226,160.06	$ 240,643.86	$ 14,483.80
January	February	$ 104,765.40	$ 134,640.05	$ 179,970.58	$ 226,867.53	$ 248,875.25	$ 22,007.72
February	March	$ 81,488.65	$ 48,851.26	$ 48,016.39	$ 90,322.15	$ 92,793.73	$ 2,471.58
March	April	$ 44,881.99	$ 79,577.39	$ 80,638.08	$ 48,354.20	$ 47,554.84	$ (799.36)
April	May	$ 201,504.07	$ 219,557.39	$ 216,460.61	$ 237,069.35	$ 156,340.43	$ (80,728.92)
May	June	$ 486,236.71	$ 713,834.97	$ 1,034,761.23	$ 996,484.34	$ 1,185,278.48	$ 188,794.14
June	July	$ 495,298.80	$ 328,421.29	$ 109,521.49	$ 110,896.95		
July	August	$ 97,700.01	$ 114,079.56	$ 85,858.74	$ 94,694.02		
August	September	$ 84,112.48	$ 84,269.03	$ 55,219.40	$ 60,399.71		
September	October	$ 117,423.57	$ 73,523.27	$ 75,295.84	$ 63,533.38		
October	November	$ 250,809.14	$ 232,615.04	$ 270,902.00	$ 275,110.88		
November	December	$ 716,295.18	$ 753,148.52	$ 738,120.29	$ 737,493.81		
		$ 2,898,190.99	$ 2,999,085.26	$ 3,118,024.95	$ 3,167,386.38	$ 1,971,486.59	$ 146,228.96
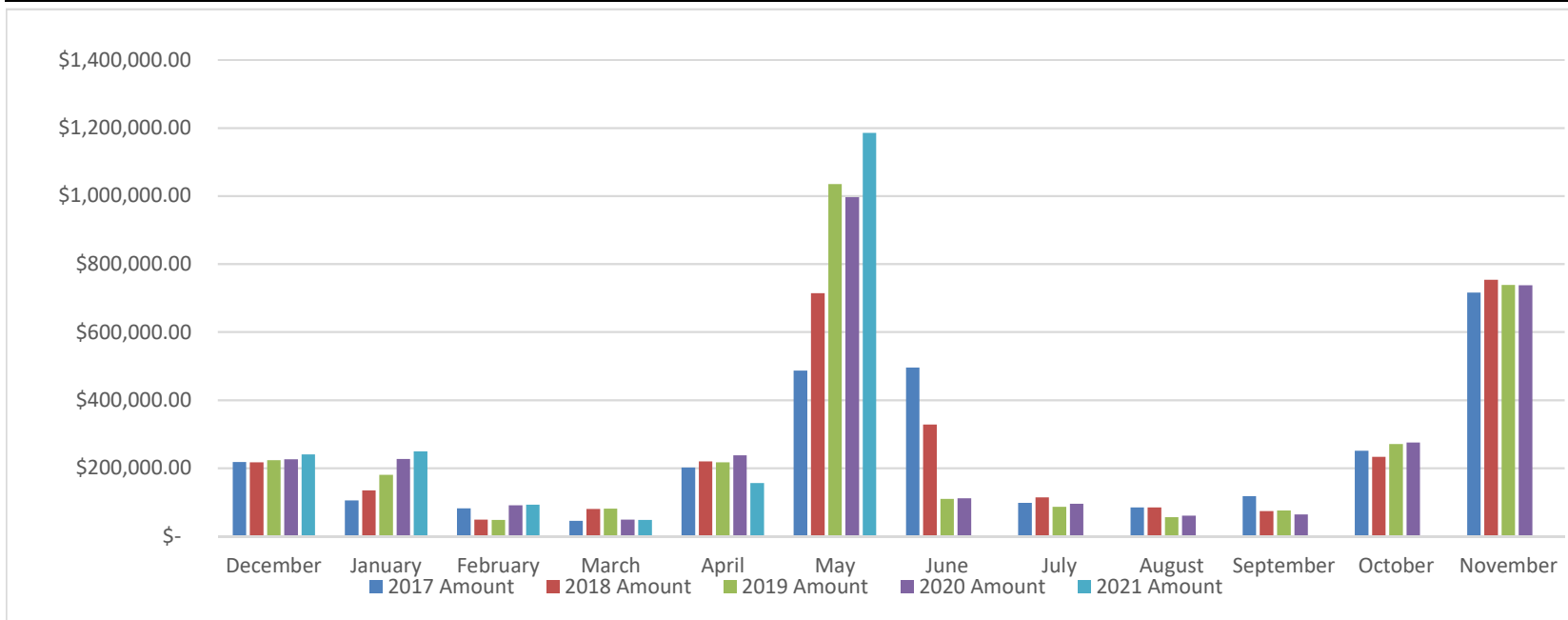
Director's Report
June 2021

Recommendation Market Pay Study

The Board requested HR Manager Heather Phipps have some time to take a look at the policy and give her recommendations for how to proceed. Based on her experience she recommended having the Johanson Group do a market pay study. It's been three years since they did our first study. It is recommended to have them done every 2-3 years. The county had theirs done six months ago.

Website Accessibility Statement

One of the requirements for our website by the Office for Civil Rights is to have a website accessibility statement. I wrote the attached and sent it to them for approval. Now it needs board approval.

IMLS ARPA Grant Application

The grant is due to the State Library by July 1, 2021. I will be the one signing the application, but I would like board approval of the projects that the library staff have proposed.

Contract for New Website

I have submitted a Request for Proposal (RFP) for the design and development of a new website to the county purchasing office. The proposals will come in before the regularly scheduled board meeting. I would like to either have permission to make a decision and sign a contract or be able to call a special meeting for the board to open proposals and discuss them with staff. We have done significant research and are in a time crunch as we want to use ARPA money to pay for the redesign.

Scholarship Application

New Community Librarian Alan Robinette will be eligible for an Arkansas State Library Scholarship for his last semester of graduate school. I spoke to the state librarian and she will submit his application at the August State Library Board Meeting. It needs SCL Board approval first and then he has forms to gather to send to the ASL so we will need to get moving on it as soon as he starts his position here at the library.

Submitted by,

Patty Hector

Outdoor Learning Center Proposal

The outdoor space will be called the Saline County Library Nature Play Space.

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

With board permission, sponsorship pavers will be sold beginning June 2021

Groundbreaking and garden/walkway/gate installation, September2021

Installation of play features and sensory garden planting, November 2021

Grand opening tentatively scheduled for Saturday, April 2 2022

Expenses

Ground work: digging, leveling, drainage

Walkway installation

Turf installation

Gate installation

Sensory garden installation

Construction of raised beds

Play features

ARPA grant will cover the cost of materials.

Lantrip Construction will provide quote for walkway material costs, outdoor kitchen, nature play table, and digging table. Estimated cost, $14,000

A Caddie's Touch Lawn and Landscape has provided a quote for the following:

Ground work, turf, gate, and irrigation=$23,000

Other expenses: raised beds $500

Total project estimate = $37,500

Funding Sources

ARPA grant funds will cover some of the material cost = $17,000

Brick pavers will be sold for $150 each and play features can be sponsored for $2000 each. Profit from paver sales and play features is estimated at $16,000.

Friends of the Library ?

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

Accessibility Statement for Saline County Library

Saline County Library is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone, and applying the relevant accessibility standards.

Measures to support accessibility

Saline County Library takes the following measures to ensure accessibility of Saline County Library:

- Include accessibility throughout our internal policies.
- Appoint an accessibility officer and/or ombudsperson.
- Provide continual accessibility training for our staff.
- Assign clear accessibility targets and responsibilities.

Conformance status

The [Web Content Accessibility Guidelines (WCAG)](#) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. Saline County Library is partially conformant with WCAG 2.0 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

Feedback

We welcome your feedback on the accessibility of Saline County Library. Please let us know if you encounter accessibility barriers on Saline County Library:

- Phone: 501-778-4766
- E-mail: sclhelp@salinecountylibrary.org
- Visitor address: 1800 Smithers, Benton, AR 72015
- Twitter: @SCLibrary
  Facebook:Saline County Library

We try to respond to feedback within 1 business day.

Limitations and alternatives

Despite our best efforts to ensure accessibility of Saline County Library, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Known limitations for Saline County Library:

1. **The website is undergoing a redesign for accessibility issues in 2021**: Some images and design layers are not visible and have no text alternatives. Parts of the calendar are not accessible because of a lack of focus. We are working with the Office of Civil Rights to correct these errors in design. Please report issues to sclhelp@salinecountylibrary.org.

Assessment approach

Saline County Library assessed the accessibility of Saline County Library by the following approaches:

- Self-evaluation

External evaluation

Formal approval of this accessibility statement

This Accessibility Statement is approved by:

Saline County Library
Patricia Hector
Library Director

Formal complaints

We aim to respond to accessibility feedback within 2 business days and to propose a solution within 10 business days. You are entitles to escalate a complaint to the Saline County Board of Directors, should you be dissatisfied with our response to you.

This statement was created on 6 March 2021 using the [W3C Accessibility Statement Generator Tool](#).
Approved by the Saline County Library Board June 21, 2021.

Arkansas State Library
American Rescue Plan in Arkansas Public Libraries
Non-Competitive Application
Deadline – June 15, 2021

Optional Delayed Application dates – check one
☐ Delayed Application July 1, 2021
☐ Delayed Application August 1, 2021
☐ Delayed Application September 1, 2021

The following is a non-competitive application that will allow the applicant and the Arkansas State Library to better plan for the use of ARPA funds. In addition to this application, a Letter of Agreement and a W-9 must be completed and submitted by all applicants.

The Application is divided into three sections: Library Information, Narrative, and Budget. The Application Guidelines explains the different sections. Completion of this form does not imply ASL's approval of an expenditure, and each application will be reviewed for compliance.

SECTION 1 – LIBRARY INFORMATION

Library Saline County Library

Mailing Address: 1800 Smithers

City: Benton   Zip Code: 72015

Library Director: Patricia Hector

Email: pattyh@salinecountylibrary.org   Phone: 501-778-4766

Project Manager (if different from Director): Click here to enter name.

Email: Click here to enter text.   Phone: Click here to enter number

DUNS Number: 17-010-2461

SECTION 2 - NARRATIVE

You may choose more than one category: Information Access, Institutional Capacity, Targeted Audiences, or Enhanced Technology. A non-exhaustive list of possible purchases is in the Guidelines. Write as much detail as possible to describe what you are going to purchase and what the purpose of the purchased item or service is.

☒ Information Access – The following are IMLS Focal Areas used in annual reports to IMLS:
- Improve users' ability to discover information resources
- Improve users' ability to obtain and/or use information resources
- Improve users' general knowledge and skills

This can include: Books / E-books / Audiobooks / Databases (**subscription MUST end on or before September 30, 2022**) / Subscription magazine services (**subscription MUST end on or before September 30, 2022**) This list is by no means exhaustive.

Describe what you plan to purchase and accomplish. Include how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum.

Integrate Discovery Layer for Public Catalog

SCL provides access to a wide array of public-facing online services including downloadable eBooks, audiobooks, magazines, music, movies and library databases. The online public access catalog (OPAC) is the method of discovery for patrons to find materials to checkout. The OPAC enjoys high use and acts as a full service library, available 24 hours a day. Patron services provided through the OPAC include: search for and discovery of items of interest, placement of holds, management of holds, download of eBooks, posting of book reviews, and payment of fines with a credit card.

SCL seeks to improve the OPAC experience through utilization of an Integrated Discovery Layer for the Symphony OPAC.

Portfolio Digital Asset Management Software

The Mid-Arkansas Regional Library System libraries have tremendous local history collections hidden away and inaccessible. With Portfolio, we will be able to digitize our collections and make them accessible via our shared Symphony Enterprise OPAC for anyone to use. During the pandemic, any materials that are available digitally are much more accessible to our patrons.

If you plan to use any ARPA funds for salaries, explain how this position will augment the project. There are strict regulations for using federal funds for salaries/wages. This is discussed in the ARPA Manual under "Paying Employees with ARPA Funds." 250 words maximum.

Click here to enter text.

Institutional Capacity

☒ Institutional Capacity – This can include: Internal Wi-Fi upgrades / Website / Filtering software / ILS migration / Masks / Wipes / Ionizers / Atomizer guns and disinfectant refills / Plexi-glass barriers (**not requiring construction to install or using local funds for installation**) / Hand sanitizer stations (**either free-standing or installed without using ARPA funds for the installation**) / Book lockers (**use local funds for installation**) / Furniture to facilitate outdoor programs (not built-in that would require construction) / ADA Assessment. This list is by no means exhaustive.

Describe what you plan to purchase and accomplish. Include how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum.

A Redesigned Website

Like all libraries, SCL is undergoing a dramatic change in customer expectations to have the delivery of library services digitally to patron's mobile devices and other platforms. During the pandemic the library had 850,943 viirtual visits to its website. The previous year saw 318,880 visits. The library's website should provide the same high-quality experience as our physical locations and be accessible to all in the community. A new website will give staff the ability to easily and quickly update content and be user-friendly for patrons. It will meet WCAG accessibility guidelines.

Build a Nature Play Space

This project will provide children in our community with an outdoor space at the library 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.

Our outdoor space will encourage families to play in nature and demonstrate to caregivers how they can create their own spaces at home. It will allow use of the library while meeting pandemic social distancing guidelines.

Computer Area for Tweens (Pre-teens)
The furniture used for the four tween computers at the Benton facility is actually four tables pushed together. It does not allow for social distancing nor is there space for doing homework or other projects. The Deveraux computer table from LIAT fits into the small space allotted while providing more space for each seat and has 20" dividers between each user. This branch has been purchased for the adult computers and has been patron-tested and approved.

Taller Screens Between Computers in Adult Area
The computer lab furniture at both branches has 8" dividers and has necessitated removal of half of the computers due to social distancing concerns. To be able to have thefull complement of computers for use by patrons, the 8" dividers need to be replaced by 20" dividers.
Additional Picnic Table for Mabel Boswell Branch
The branch has a high school, junior high and elementary school within easy walking distance. It is very much a neighborhood branch. We feel it is essential to provide comfortable seating for library patrons who are accessing the library's free WIFI connection outside the building or from vehicles parked in front of the library or for the kids who can't be inside the library due to social distancing rules.

Storywalk in Local Park
A storywalk is a fun, educational activity that places a children's story (literally a book taken apart) along a popular walking route in the community. We have placed them on posts around the Library, on windows of businesses in downtown, and during events in parks. Conceived as a way to inspire parents, teachers, and caregivers to take young children out of doors for physical activity and to learn, a storywalk helps build children's interest in reading while encouraging healthy activity for both adults and children. All the ones we have done are temporary. We would like to purchase a permanent metal structures to place in a local park. The structure is weather-proof and allows you to change stories. Both the Benton and Bryant communtiies are willing to partner on this project.

Books for Mid-Ark
As the largest library by far in the Mid-Arkansas Regional Library System, our patrons use the materials of our consortial members' collections to excess. Our collection is limited by the size of our buildings, however, having access to four other libraries' collections is a boon. We want to some of our grant money to purchase books that can be shared by all members of the consortium knowing that the major benefactors will be our patrons.

Equipment for Outreach Events
Promote community togetherness from a safe distance. Provides an alternative to programs htat are experiencing zoom-fatigue. Can also be used in outreach programs.

If you plan to use any ARPA funds for salaries explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages. This is discussed in the ARPA Manual under "Paying Employees with ARPA Funds." 250 words maximum.

Click here to enter text.

Targeted Audiences

☒ Targeted Audience – The following are IMLS Focal Areas used in annual reports to IMLS:
- Improve users' ability to apply information that furthers their personal, family, or household expenses.
- Improve users' ability to apply information that furthers their personal or family health and wellness
- Improve users' ability to apply information that furthers their parenting and family skills
- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

This can include: Wi-Fi hotspots / Devices with data plans (**plans MUST end on or before September 30, 2022**) / Job Fairs / Career Prep Databases other than Learning Express (**subscription MUST end on or before September 30, 2022**) / Workforce development mobile unit / Exercise equipment for checkout / Bookmobile or book bike

Describe what you plan to purchase and accomplish. Include who your targeted audience is and how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum

The Mid-Arkansas Regional Library System bookmobile visits sites in all five counties of our region. It also participates in outreach events which are so important during the pandemic. The generator on the vehicle needs to be replaced and all members are providing funds for it.

If you plan to use any ARPA funds for salaries, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages. This is discussed in the ARPA Manual under "Paying Employees with ARPA Funds". 250 words maximum.

Click here to enter text.

Enhanced Technology

☐Enhanced Technology – This can include: Digital navigators (**contract or salary MUST end by June 30, 2022**) / Tech circuit rider program / (**contract or salary must end by June 30, 2022**) / Computers (**including peripherals, software, etc.**) / Laptops / Printers

Describe what you plan to purchase and accomplish. Include how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum.

Click here to enter text.

If you plan to use any ARPA funds for salaries, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages. This is discussed in the ARPA Manual under "Paying Employees with ARPA Funds". 250 words maximum.
Click here to enter text.

Training/Workshops
☐ We will be offering training/workshops to staff and/or patrons.

 Choose which project categories will provide training/workshops
☐ Information Access   ☐Institutional Capacity   ☐ Targeted Audiences   ☐ Enhanced Technology

Describe the training you will provide and for which project categories. There will be required surveys for each training/workshop provided. These survey forms will be on the ASL website on the ARPA page.
Click here to enter text.

SECTION 3 - BUDGET

The amount you may request in your budget is listed in the email accompanying this document. Be as accurate as possible when developing your budget. During the course of your grant, changing circumstances may make it necessary for you to move funds among project categories; this is acceptable with prior approval. The table is for dollar amounts only. Put dollar amounts in each budget category under all of the projects for which you are applying. The description of what you will be purchasing is in the narrative section.

Budget Categories	*Project Categories*			
	Information Access	Institutional Capacity	Targeted Audiences	Enhanced Technology
Salary	$ here	$ here	$ here	$ here
Consultant Fees	$ here	$ here	$ here	$ here

Supplies/Materials	36,500	55,083	4,000	$ here
Services	$ here	$ here	$ here	$ here
Equipment ($5,000 and over requires prior approval)	$ here	$ here	$ here	$ here
Indirect Costs (optional)	$ here	$ here	$ here	$ here
Totals	Total IA $	Total IC $	Total TA $	Total ET $
			Grand Total	113,583

☐Request full amount of first installment – half of full award

☐Request less than first installment Amount requested

If you require more than your designated first installment, a formal request form MUST be submitted. Check the box below, add amount requested, and submit the Request Form which can be found here.
☐Request more than first installment amount Amount requested

Submit completed forms to:
Aslib.grants@ade.arkansas.gov   FAX: 501-682-1533
Mail: Debbie Hall, LSTA Coordinator   Questions? Contact debbie.hall
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