

AGENDA

Saline County Library Board of Trustees

7/13/2020 | 3:30 pm

1800 Smithers, Benton, AR

Zoom URL: <https://us02web.zoom.us/j/89900998213>

- I. Call to Order
- II. Announcements
- III. Minutes from the 5/19/2020 and 6/12/2020 board meetings
- IV. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
- V. Discussion Items
 - a. Friends of the Library Report - none
 - b. Director's Report
 - c. Library Management Team Reports
- VI. Old Business
 - Re-Evaluate Pandemic Service Plan
- VII. New Business
 - a. Election of Board Officer
 - b. Reappointment of Marian Douglas
 - c. Library Deletions
 - d. Homebound Policy
 - e. Legislative Audit Report
- VIII. Adjourn

Next regular board meeting: 9/21/2020 at 3:30 p.m.

Special Board Meeting Minutes

May 19, 2020

In-Person Attendees:

Dustin Sanders, Board Member

Virtual Attendees:

Susan Benzick, Chair

Marian Douglas, Board Member

Lindsay Jordan, Board Member

Caroline Miller Robinson, Board Member

Pat Bisbee, Quorum Court Liaison

Patty Hector, Library Director

Erin Loy, HR Manager

Brad Crumby, Financial Coordinator

Janine Miller, Library Manager

Leigh Espey, Branch Manager

Julie Syler, Innovations Librarian

I. Call to Order

Benzick called the meeting to order at 3:36 PM

II. Announcements

No announcements.

III. Minutes from the 3/16/2020 and 5/1/2020 board meetings

Jordan moved to accept the minutes from the 3/16/2020 board meeting.
Miller Robinson seconded the motion, which passed unanimously.

Sanders moved to accept the minutes from the 5/1/2020 special board meeting. Jordan seconded the motion, which passed unanimously.

IV. Financial Reports

a. Income and Expense Reports

Sanders moved to accept the income and expense reports as presented.
Jordan seconded the motion, which passed unanimously.

b. Budget Modification Report

Miller Robinson moved to accept the budget modifications as presented.
Sanders seconded the motion, which passed unanimously.

V. Discussion Items

a. Friends of the Library Report – none

b. Director's Report

Hector expressed concern in reopening buildings to the public on June 1st as the state continues to see an increase in COVID-19 cases, and suggested expanding curbside service hours instead. She shared that all programming is being done virtually and most other library services are being offered through curbside service and computer access in designated areas.

Miller Robinson moved to delay reopening of buildings to the public until July 15th or sooner if the Director sees fit. Jordan seconded the motion, which passed unanimously.

c. Library Management Team Reports

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

VI. Old Business

No old business.

VII. New Business

a. Telework Policy

Loy presented a telework policy that would allow staff to work remotely on an as-needed basis.

Jordan moved to accept the policy as presented. Douglas seconded the motion, which passed unanimously.

b. Publicity Policy

Loy presented a publicity policy that would designate certain people/departments to share library information with the public.

Miller Robinson moved to accept the publicity policy as presented. Douglas seconded the motion, which passed unanimously.

c. Paid Leave

Sanders asked Bisbee if the county would consider a payout or higher rollover of accrued vacation time this year in light of the complications caused by COVID-19. Bisbee responded that nothing had been discussed yet, but that it may become an issue that must be addressed.

VI. Benzick adjourned the meeting at 4:19 PM.

Submitted by,

Erin Loy

HR Manager

Board Secretary

Board Meeting Minutes

June 12, 2020

Virtual Attendees:

Susan Benzick, Chair
Marian Douglas, Board Member
Caroline Miller Robinson, Board Member
Pat Bisbee, Quorum Court Liaison

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

I. Call to Order

Benzick called the meeting to order at 10:03 AM

II. Announcements

No announcements.

III. Discussion Items

a. Director's Report

Hector shared that Mid-Ark Regional Library System and Garland County Library are working together on a federal IMLS Cares Act grant application and requesting \$50,000 for e-books and e-audiobooks for teens and children.

IV. Old Business

a. Re-opening Date

Hector shared a revised reopening plan and asked the Board to push the reopening date out further as Arkansas' COVID-19 cases continue to rise. She shared that a number of staff are in high-risk categories and opening the buildings to the public would expose them to greater risk. Hector requested a re-opening date of August 1st, or sooner if cases start dropping.

Douglas asked if computer access was being provided at the branch in addition to the main library. Espey responded that the branch had plans to open a computer lab in the teen area that patrons could access through an emergency exit rather than walking through the building.

Douglas suggested meeting again in one month to reassess. Miller Robinson moved to reschedule the July 20th board meeting to July 13th at 3:30 pm. Douglas seconded the motion, which passed unanimously.

Miller Robinson moved to accept the reopening plan as presented and to keep the buildings closed to the public until the board meets again in July. Douglas seconded the motion, which passed unanimously.

VI. Benzick adjourned the meeting at 10:26 AM.

Submitted by,

Erin Loy
HR Manager
Board Secretary

Saline County Library
Operating Budget Income
Through June 30, 2020

	Period: 01.01.2020 - 04.30.2020		Period: 05.01.2020 - 06.30.2020		Income Year to Date	
Budgeted Income						
Copies and Printing		5,558.21		111.19		5,669.40
Damage		206.98		109.99		316.97
Fines/Fees		5,235.49		21.40		5,256.89
Interest on Checking		2,487.56		3,041.18		5,528.74
Lost Item		954.18		-		954.18
Replacement Card		140.00		-		140.00
State Aid		29,803.83		-		29,803.83
Tax Receipts		591,703.94		1,233,553.69		1,825,257.63
Temporary/Out of County Patron		10.00		-		10.00
Total Budgeted Income		636,100.19		1,236,837.45		1,872,937.64
Other Income						
5K Run		1,205.00		1,729.95		2,934.95
Book Sale		7,645.87		38.81		7,684.68
Donation		51.00		15.00		66.00
Fundraising		643.19		6.00		649.19
Accessories	89.00		5.00		94.00	
Book Bags	33.00		-		33.00	
Coffee Bar	110.00		-		110.00	
Earbuds	18.00		1.00		19.00	
Flash Drives	37.00		-		37.00	
Gumballs	356.19		-		356.19	
Passports		12,455.00		-		12,455.00
Restitution		1,116.15		5,907.42		7,023.57
State Scholarship Money		5,400.00		-		5,400.00
Total Other Income		28,516.21		7,697.18		36,213.39
TOTAL INCOME, OPERATING BUDGET		\$ 664,616.40		\$ 1,244,534.63		\$ 1,909,151.03
Checking Balance as of 06.30.2020	\$3,161,030.80					

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

<u>Line Item</u>	<u>Budget Classification</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Balance</u>	<u>Percentage Expended</u>
Personnel - Salaries					
	Salaries	\$1,666,797.59	\$779,738.24	\$887,059.35	47%
Personnel - Benefits					
600	Social Security Matching	\$127,000.00	\$56,811.34	\$70,188.66	45%
800	Noncontributory Retirement	\$246,000.00	\$117,094.63	\$128,905.37	48%
900	Healthcare	\$228,000.00	\$89,214.72	\$138,785.28	39%
1000	Worker's Comp	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$2,448.10	\$2,551.90	49%
1200	Other Fringe Benefits	\$1,000.00	\$165.00	\$835.00	17%
	TOTAL Benefits	\$613,000.00	\$269,829.79	\$343,170.21	44%
	TOTAL Personnel Fund	\$2,279,797.59	\$1,049,568.03	\$1,230,229.56	46%
Supplies					
1600	Printing	\$10,000.00	\$1,938.89	\$8,061.11	19%
1700	General Office Supplies	\$30,458.71	\$8,975.15	\$21,483.56	29%
2000	Janitorial Supplies	\$8,000.00	\$4,822.27	\$3,177.73	60%
3300	Service Contracts	\$120,000.00	\$43,758.82	\$76,241.18	36%
Professional Services					
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$5,910.06	\$9,089.94	39%
4900	Telephone	\$30,000.00	\$9,871.46	\$20,128.54	33%
5000	Postage	\$10,000.00	\$3,535.48	\$6,464.52	35%
Transportation					
2500	Fuel for Library Vehicle	\$3,000.00	\$424.28	\$2,575.72	14%
5200	Mileage Reimbursement	\$1,606.15	\$302.62	\$1,303.53	19%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing					
5500	Advertising and Marketing	\$22,388.01	\$12,647.59	\$9,740.42	56%
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%
Utilities					
6100	Electricity	\$75,600.00	\$31,384.64	\$44,215.36	42%
6200	Gas	\$15,000.00	\$7,551.83	\$7,448.17	50%
6300	Water	\$5,000.00	\$876.04	\$4,123.96	18%
6400	Waste Disposal	\$5,155.00	\$2,305.54	\$2,849.46	45%
Repairs and Maintenance					
6500	Buildings and Improvements	\$50,000.00	\$3,943.45	\$46,056.55	8%
6600	Machinery and Equipment	\$40,000.00	\$4,141.70	\$35,858.30	10%
Miscellaneous					
7300	Dues and Memberships	\$5,000.00	\$1,498.00	\$3,502.00	30%
7900	Meals and Lodging	\$7,500.00	\$2,667.86	\$4,832.14	36%
8200	Refunds	\$7,400.00	\$5,467.49	\$1,932.51	74%

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

<u>Line Item</u>	<u>Budget Classification</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Balance</u>	<u>Percentage Expended</u>
8500	Programming	\$91,347.20	\$32,803.32	\$58,543.88	36%
8600	Computer Software	\$53,187.00	\$50,264.25	\$2,922.75	95%
8700	Staff Development	\$6,000.00	\$275.00	\$5,725.00	5%
8752	Fundraising	\$16,029.14	\$152.11	\$15,877.03	1%
Materials					
8800	Books, Magazines, and other sources	\$550,000.00	\$213,275.46	\$336,724.54	39%
Capital Outlays (from State Aid)					
9100	Building and Furniture	\$100,000.00	\$1,546.43	\$98,453.57	2%
9300	Machinery and Equipment	\$60,000.00	\$17,858.87	\$42,141.13	30%
Grant 2019					
G2019	John Cotton Dana Award Grant	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget		\$3,652,554.36	\$1,521,223.59	\$2,131,330.77	42%
Anticipated Millage Fund		\$3,118,024.00			
Anticipated State Aid		\$119,215.31			
Anticipated Fines, Fees and Copies		\$25,000.00			
Anticipated Interest		\$20,000.00			
Anticipated Rollover		\$275,000.00			
		\$3,557,239.31			
				Checking Balance as of 06.30.2020:	
				\$ 3,161,030.80	

2020 Budget Modification Form

Date: 07.13.2020

[illegible]

Director's Report

7/13/2020

Grant Application

Staff worked with Clare Graham from Mid-Ark and Adam Webb from Garland County Library to apply for a federal IMLS Cares Act grant back in June. We asked for \$50,000 to purchase Overdrive digital books for teens and children. We have been working since February to get our schools in all the Mid-Ark counties to use SORA which provides the kids with access to our Overdrive collection without having to get a library card. All Mid-Ark libraries and Garland County Library are in the Arkansas Digital Library Consortium and share the same collection. Even without the grant money we intend to proceed with connecting the schools to SORA.

Resignation of L. Austin

We're very sorry to lose Laura, but are appreciative of the changes she has been able to make to the non-fiction collection, the makerspace and our adult programs. She's been a wonderful asset to the library. We know she'll be great at homeschooling and we will be here to help.

Genrefication of Non-Fiction

This is a very complicated process and Laura and Julie have been working on this project for a long time. They are trying to finish it up before Laura leaves on July 31st. The non-fiction collection is in flux with items off the shelves, on carts, being relabeled and moved. The result will be a collection that anyone can walk up to and find what they're looking for. Want a Keto-diet cookbook? They will all be together now instead of spread out in 641.562 or 641.563 or 613.2 or 613.28. Good bye Dewey!

Niche Academy

Another software product that we've looked at before and liked, but didn't feel we had to have until everything went virtual. It is an online learning platform made for libraries. The platform gives individual libraries their own online academies that can be used as a teaching tool for both patrons and staff.

The platform includes ready-to-use tutorials for common library services like OverDrive, Kanopy, and Freegal to name a few. Niche Academy maintains these ready-to-use tutorials and also lets libraries create their own tutorials.

The platform also includes tools for cleanly adding tutorials within your library's own website. These tools make it much easier for libraries to let more people know about the resources they have to offer.

We are hoping to use it to store the virtual programs we are producing in a way that patrons can easily find them any time. We have a two-week trial for Kari and Jordan to make sure it will do what we want.

Symphony Update

We will be getting an update to our ILS this summer that has a couple of new features we are excited about. They are adding self-check to the mobile app on your phone. We will have to purchase the piece that turns off the RFID security and we are waiting for a price for that. The other update will be Click and Collect—a curbside pickup enhancement for patrons' mobile apps. It's being beta tested so we don't know what it looks like yet, but the idea is very exciting.

We are also trying to get a solution to a problem that I'm sure other SirsiDynix libraries are having—when we take books out of the book drop and put them in quarantine for 3 days they stay on the patron's record causing a block if they are overdue. Some libraries check them in and then put them in quarantine and there is a software solution for that, but it seems unsafe to me. Right now we manually renew people's books if they are in quarantine. However, patrons have to call and tell us that there is a problem before we know to do this.

Recent Webinars on Library Reopening Strategies

- *Library Journal's* **The Road Ahead: Library Service in a Post-COVID World.**
- COVID-19: Preparing and Implementing Tools to Reopen Post Stay-At-Home-Order parts 1 & 2

Interview

OCLC Research (<http://www.oclc.org/research/>) invited me to take part in one of their latest research initiatives: an investigation into how library leaders are responding and adapting to the COVID-19 pandemic.

We will be holding discussions with a select group of library leaders like yourself from various types of libraries and regions of the world. Our discussions will be centered on new and evolving practices and policies and collaborations with other libraries and community agencies.

In addition to sharing your thoughts on new and evolving practices, policies, and collaborations, you will be asked to reflect on the long-term vision for the library in a post-pandemic environment.

March - June, 2020				
Library Checkouts by Month	March	April	May	June
Craighead County Jonesboro Public Library	304	252	203	335
Saline County Public Library	376	185	249	310
Instant Digital Card Users	0	169	149	276
Faulkner Van Buren Regional Library System	240	168	128	213
White County Regional Library System	121	82	85	158
William F. Laman Public Library	98	94	64	147
Lonoke County Library System	81	52	36	72
Clark County Library	27	18	60	70
Greene County Public Library				66
Independence County Library	75	37	37	55
Union County Public Library System - Barton Library	24	13	38	53
Garland County Library	0	0	0	51
Southeast Arkansas Regional Library	23	52	24	45
Pine Bluff Jefferson County Library System	50	54	27	44
Randolph County Library	0	0	0	36
Polk County Library	1	0	2	34
Columbia County Library	7	17	26	26
Ash Flat Library	14	6	16	23
Mississippi County Library System	28	22	23	22
Vilonia Branch Library	27	19	17	22
Cleburne County Library	23	18	8	21
Public Library Of Camden & Ouachita County	31	16	27	20
Ashley County Library	32	7	18	19
Crittenden County Library	13	26	20	19
Lawrence County Library	41	41	14	19
Calhoun County Library	8	11	6	18
Malvern-Hot Spring County Library	49	49	62	17
Conway County Library	5	9	5	17
Greenbrier Branch Library	3	2	3	14

Pea Ridge	12	13	10	14
East Central Arkansas Regional Library	11	6	28	13
Grant County Library	6	3	3	10
Cleveland County Library	4	5	0	10
Northeast Arkansas Regional Library	0	0	0	9
Piggott Public Library	0	0	0	9
West Memphis Public Library	9	10	4	8
Mayflower Branch Library	6	5	0	8
Prescott/Nevada County Library	4	3	3	7
W.A.Billingsley/Jackson County Library	2	8	5	7
Dallas County Library	10	7	7	6
Montgomery County Library	10	3	0	5
Crossett Public Library	11	12	2	4
Forrest City Public Library	3	1	4	3
Rector Public Library	0	0	0	3
Damascus Public Library	8	1	4	2
Fairfield Bay Library	22	10	4	2

**All Adult Ebooks and Audiobooks
March 1 - July 7th, 2020**

Library Checkouts by Month	March	April	May	June
Saline County Public Library - Bob Herzfeld Memorial Library	9242	9447	9456	9234
Craighead County Jonesboro Public Library	8718	8938	9104	9049
Instant Digital Card Users	0	3260	6356	8174
Faulkner Van Buren Regional Library System	6610	6440	6642	6641
White County Regional Library System	4131	4410	4462	4308
William F. Laman Public Library	2899	3019	3109	3109
Lonoke County Library System	2,787	2,892	2,912	2,909
Independence County Library	2,181	2,205	2,167	2,073
Garland County Library	0	0	0	2,026
Southeast Arkansas Regional Library	1,381	1,377	1,582	1,447
Pine Bluff Jefferson County Library System	1,144	1,196	1,243	1,301
Cleburne County Library	751	888	929	921
Union County Public Library System - Barton Library	631	875	887	885
Greene County Public Library				813
Clark County Library	631	733	859	813
Lawrence County Library		781	840	805
Greenbrier Branch Library	581	587	596	670
Mississippi County Library System	732	698	713	629
Columbia County Library	517	602	629	615
Malvern-Hot Spring County Library	547	555	573	600
Crossett Public Library	467	459	536	547
Ash Flat Library	376	398	465	456
Conway County Library	712	592	538	454
Crittenden County Library	544	508	509	452
Ashley County Library	333	351	394	395
Northeast Arkansas Regional Library	0	0	142	380
Vilonia Branch Library	383	411	398	371
East Central Arkansas Regional Library	340	315	313	356
Randolph County Library	0	0	0	354
Pea Ridge	312	302	374	347

W.A.Billingsley/Jackson County Library	236	300	330	343
Mayflower Branch Library	278	273	284	300
West Memphis Public Library	277	271	318	283
Grant County Library	192	206	256	219
Public Library Of Camden & Ouachita County	159	208	238	201
Cleveland County Library	81	180	223	198
Fairfield Bay Library	170	195	199	184
Montgomery County Library	228	140	151	151
Dallas County Library	96	134	126	151
Calhoun County Library	168	165	164	124
Damascus Public Library	132	131	119	114
Piggott Public Library	0	0	0	111
Forrest City Public Library	176	119	144	106
Polk County Library	34	73	100	91
Rector Public Library	0	0	0	78
Prescott/Nevada County Library	54	60	61	60
Mid Arkansas Regional Library	0	0	7	14
Twin Groves Branch Library	4	2	0	1

**All Children's Ebooks and Audiobooks
March 1 - July 7th, 2020**

Library Checkouts by Month	March	April	May	June
Saline County Public Library	1,858	2,097	2,044	1,829
Instant Digital Card Users	0	1,548	1,918	2,134
Craighead County Jonesboro Public Library	1,904	2,323	2,392	2,120
Faulkner Van Buren Regional Library System	3,203	2,329	2,482	2,087
White County Regional Library System	993	1,300	1,267	1,131
Lonoke County Library System	685	878	844	765
Independence County Library	644	615	439	354
William F. Laman Public Library	535	669	533	616
Greene County Public Library	0	0	0	365
Pea Ridge	184	185	173	236
Pine Bluff Jefferson County Library System	214	218	187	258
Southeast Arkansas Regional Library	238	253	307	253
Clark County Library	267	524	450	346
Malvern-Hot Spring County Library	114	185	119	92
Ash Flat Library	85	167	224	246
Union County Public Library System - Barton Library	196	326	238	216
Lawrence County Library	195	172	166	114
Mississippi County Library System	140	195	130	170
Columbia County Library	173	327	342	227
Crittenden County Library	68	136	73	79
Ashley County Library	86	169	101	73
Garland County Library	0	0	0	294
Cleburne County Library	168	118	90	83
Greenbrier Branch Library	123	135	119	121
Conway County Library	46	46	47	70
Crossett Public Library	37	47	43	42
Randolph County Library	0	0	0	55
Calhoun County Library	40	29	43	34
W.A.Billingsley/Jackson County Library	51	75	115	76
East Central Arkansas Regional Library	97	101	82	80
Vilonia Branch Library	118	103	60	57
Cleveland County Library	2	15	21	38
Public Library Of Camden & Ouachita County	82	78	77	65
Montgomery County Library	25	15	13	15
Northeast Arkansas Regional Library	0	0	26	104

West Memphis Public Library	41	85	73	39
Grant County Library	10	42	48	13
Forrest City Public Library	29	29	19	18
Mayflower Branch Library	11	29	24	25
Damascus Public Library	43	34	19	21
Piggott Public Library	0	0	0	7
Polk County Library	8	25	8	3
Prescott/Nevada County	28	21	13	21
Fairfield Bay Library	9	10	3	1
Dallas County Library	8	35	12	6
Twin Groves Branch Library	1	1	1	0
Rector Public Library	0	0	0	4

Unique Patrons March 1 - June 30, 2020				
Library Patrons by Month	March	April	May	June
Instant Digital Card Users	0	1,466	1,915	2,150
Saline County Public Library	1,947	1,890	1,782	1,732
Craighead County Jonesboro Public Library	1,823	1,834	1,732	1,695
Faulkner Van Buren Regional Library System	1,757	1,359	1,321	1,339
Garland County Library	0	0	0	1068
White County Regional Library System	928	947	911	897
William F. Laman Public Library	695	701	695	703
Lonoke County Library System	540	578	564	559
Independence County Library	468	446	400	383
Southeast Arkansas Regional Library	282	273	270	260
Northeast Arkansas Regional Library	0	0	129	254
Pine Bluff Jefferson County Library System	247	234	242	233
Greene County Public Library	0	0	0	187
Union County Public Library System - Barton Library	162	175	171	180
Clark County Library	130	152	168	164
Lawrence County Library	157	156	143	144
Cleburne County Library	148	144	140	143
Columbia County Library	113	125	132	130
Mississippi County Library System	150	137	120	125
Malvern-Hot Spring County Library	131	129	117	123
Greenbrier Branch Library	125	113	113	116
Pea Ridge	104	98	95	101
Conway County Library	93	88	84	91
Crittenden County Library	90	101	89	91
Ash Flat Library	80	75	78	86
East Central Arkansas Regional Library	90	92	74	83
Randolph County Library	0	0	0	77
Vilonia Branch Library	95	79	79	74
Crossett Public Library	72	76	77	70
Ashley County Library	80	74	64	68
W.A.Billingsley/Jackson County Library	67	62	71	63
West Memphis Public Library	59	72	64	54

Public Library Of Camden & Ouachita County	38	45	49	44
Montgomery County Library	39	35	33	38
Grant County Library	30	33	38	36
Calhoun County Library	28	30	35	34
Fairfield Bay Library	44	41	40	32
Mayflower Branch Library	34	30	29	31
Cleveland County Library	19	25	26	27
Forrest City Public Library	30	36	28	26
Piggott Public Library	0	0	0	26
Polk County Library	16	19	18	20
Dallas County Library	20	21	17	19
Damascus Public Library	19	14	14	16
Rector Public Library	0	0	0	15
Prescott/Nevada County Library	16	13	13	10
Twin Groves Branch Library	2	1	1	1
Mid Arkansas Regional Library	0	0	1	1

New Patrons March 1 - June 3, 2020				
Library New Users by Month	March	April	May	June
Garland County Library	48	94	96	1187
Instant Digital Card Users		1,637	1,232	949
Northeast Arkansas Regional Library	9	8	148	221
Greene County Public Library	0	0	0	197
Craighead County Jonesboro Public Library	234	235	98	88
Saline County Public Library	214	136	99	86
Randolph County Library	0	0	0	79
Faulkner Van Buren Regional Library System	222	164	85	78
William F. Laman Public Library	89	76	48	69
White County Regional Library System	124	126	58	63
Lonoke County Library System	83	57	36	38
Piggott Public Library	0	0	0	28
Union County Public Library System - Barton Library	49	37	22	27
Pine Bluff Jefferson County Library System	34	22	24	18
Independence County Library	64	39	11	17
Malvern-Hot Spring County Library	21	21	5	17
Rector Public Library	0	0	0	17
Greenbrier Branch Library	10	10	4	13
Cleburne County Library	35	14	12	12
Columbia County Library	23	14	12	12
Clark County Library	18	21	16	11
Southeast Arkansas Regional Library	48	38	17	9
Mississippi County Library System	29	14	4	8
Lawrence County Library	23	6	4	7
Ashley County Library	20	6	2	7
Ash Flat Library	10	5	6	7
Pea Ridge	18	7	8	6
Crittenden County Library	14	10	3	6
Cleveland County Library	7	7	3	5
Public Library Of Camden & Ouachita County	9	7	6	4
East Central Arkansas Regional Library	7	11	3	4
Montgomery County Library	7	3	5	4
Vilonia Branch Library	15	9	9	3
Grant County Library	16	10	4	3
West Memphis Public Library	7	15	6	3

Conway County Library	11	3	3	3
Crossett Public Library	4	5	3	3
Dallas County Library	7	2	1	3
W.A.Billingsley/Jackson County Library	14	5	4	2
Polk County Library	7	11	3	2
Calhoun County Library	5	2	4	2
Damascus Public Library	2	3	2	2
Fairfield Bay Library	7	5	4	1
Prescott/Nevada County Library	2	1	0	1
Forrest City Public Library	0	5	0	0
Mayflower Branch Library	4	2	0	0
Twin Groves Branch Library	1	0	0	0
Mid Arkansas Regional Library	1	0	0	0

Library Management Team Report

Adult Services

July 2020

The Adult Services Department has been busy with summer programming. All of our programming is currently being done virtually, which has allowed us to reach even more people. This type of programming clearly appeals to our adult population.

The SCL Virtual Genealogy Conference with special guest Mark Lowe, was a huge success! In a 12-hour period we had 2,400 views, 6,500 people reached, 599 engagements, and 110 comments on Facebook. The Q&A Session with Mark Lowe had 561 views and reached 1,333 people.

Some of our other programs have also been viewed hundreds of times. Cooking with Cheryl has been viewed 427 times, DIY Upcycling was viewed 284 times, SCL Crafts was viewed 360 times and Classic Games was viewed 618 times. We've gotten many positive responses to our virtual adult programming and look forward to continuing and expanding in this area.

We have used the library closure as a time to reevaluate the Homebound Service and we're proposing some changes to make the service even better.

I am sad to report that Laura Austin will be resigning as of July 31st. Laura will be missed. She has been instrumental in the development of the Maker Space along with many other Adult Services programs.

Submitted by,
Alissa Turner
Adult Services Manager

Library Management Team Report
Bryant Branch
July 2020

- While the pandemic has caused a massive change in our workflow, staff have used this opportunity to clean up the collection. Anna Wagnon and Rachel Wallace have gone through the collection, beginning with the Young Adult section, and making sure that the items have the correct color denoting the genres both physically and in the catalog. They have worked through the Young Adult, Juvenile, and Children's collections during this time. They are checking to make sure the correct call numbers are on the item, checking that the shelf location is correct in the catalog, and checking the condition of the items to see if they need to be withdrawn or need any other type of maintenance.
- Patrons have been very appreciative of having access to computers, printing, and notary services once again.
 - Typically, we average about 3-4 notaries a day. Some days, we have 7+, but an average week has been at least 20 since resuming services.
 - At least half of our patrons that come in for computer use need to print. Especially with taxes coming due, we have seen several coming in to print their returns.
- The staff and I would like to thank the board for being mindful of our safety and the safety of the community. While we miss having our regular interactions with patrons, being able to still serve the community while keeping contact to a minimum has been such a privilege that many business have not been given during this unsure time. So thank you for allowing us to create a modified environment in which to serve the patrons of Saline County.

Submitted by,
Leigh Espey
Branch Manager

Library Management Team Report
IT
July 2020

Throughout the month of June, the IT department had two main goals: 1) provide remote support for patrons using the public computers in the temporary computer labs in Benton and Bryant to help minimize staff/patron contact; 2) maintain staff connectivity, whether they are working from home or on the premises.

It was a relatively quiet month with very few issues that arose, giving me an opportunity to put an eye on future library operations as they relate to the IT department and consider how we might best serve the public and the staff while maintaining social distancing standards when we eventually re-open.

We continue, and will continue, to provide support in any way that we can.

Submitted by,
Rob Walton
Technology Manager

Library Management Team Report
Library Manager
July 2020

During these times of uncertainty, I have continued to work virtually from home, and recently being back in the building.

I have continued to have virtual and in person meetings with my Y.A.P. (Youth Services, Adult Services, Public Services) managers, as well as work on Curbside Services a few times.

The opportunity to participate in some dynamic training has occurred: Change Management: How to Thrive in Times of Change, various Claire Lew Know Your Time seminars, and Sirsi Dynix Connections Summit. I have also participated in several COVID-19 meetings and sessions regarding re-opening plans, keeping culture strong, morale, and researching what other libraries are doing during this time of uncertainty.

The State Library's ALL-In Leadership Development program has been hosting a variety of virtual meetings, and we will be having a book discussion this week discussing Brene Brown's book *Dare to Lead*.

Recently, I was appointed a mentee by LLAMA's ALCTS. Her name is Rachel Newlin from the Schaumburg Township District Library in Illinois, and I look forward to working with Rachel over the next year.

In the library, we are taking advantage of the opportunities to get projects done, as well as continued discussions on logistics of how we will work in the building during our new normal.

The Maintenance/Housekeeping Department now has a joint monthly meeting, and we are excited about that.

Submitted by,
Janine D. Miller
Library Manager

Library Management Team Report

Marketing

July 2020

With Summer Reading winding down, we are collecting our stats and comparing our trends for future programming and marketing use. Our online videos and programs have done tremendously well. We are continuing Trivia and Table Talk for adults in August.

Mid-Ark now has a website (midarklibrary.org)! We built one that we control and didn't have to go through an outside organization so that saved us time and money. Plus, we have the capabilities to make any edits we want. The site is complete with all libraries' locations, telephone and website links as well as social media buttons. The site is also available in Spanish and I hope to add more languages soon like French but would like to have someone who is fluent in that language review the google translation.

Jordan and I have discussed Library Card Sign-Up Month since that is coming up soon. We are looking into ways we can promote and encourage patrons to get a card a visit our local shops while still being COVID-friendly.

And the biggest project we have upon us is the 2022-2025 Strategic Plan. Our previous plan is up next year and we already know so much has to change to include virtual goals and plans. We are putting together a committee of library staff and will then look for local influencers to help us see what needs we have and how can the library meet them.

Submitted by,
Kari Beesley
Marketing Manager

Library Management Team Report
Public Services
July 2020

The Public Services Department is working hard during the pandemic. All of Public Services staff have been working their normal number of hours, although the buildings are not yet open in the evenings.

We are doing Curbside Service from 9-5:30 to allow patrons to safely check out books and materials. Patrons are making online or over the phone requests. We pull those requests and notify the patrons when items are ready to be picked up. They then come to the library, call us, and we check out the materials to them and place them on a table at the front door. They then come and pick up the materials with their name on it. This service has been fairly smooth.

The temporary computer lab in the meeting room allows patrons to reserve a computer by making a reservation. This allows us to spread out the number of patrons in the room. They also have access to a printer and copier.

Since we are not open, we have the ability to do some special projects. These include such things as cleaning, organizing and training.

We are working hard to practice safe procedures during this pandemic.

Submitted by,
Rick Johnson
Public Services Manager

Library Management Team Report

Youth Services

July 2020

The summer reading program is going as well as can be expected. People are attending live virtual programs; average attendance so far is 7 people per program. Views on recorded videos are high. The most views for a children's program so far, was our Monday performer Fancyful Fairytales at 1,165 views.

The activity bags for kids have been very popular. All 325 of the June bags were picked up by the last week of June. July bags have already run out and we are in the process of making more! Due to the popularity, Wendy, Jessica, and Sara have been planning bags for August and the fall. August bags will contain only printable activities. Starting in September, a loose parts play kit will be available for preschoolers and a bi-monthly book craft and STEM kit will be available for children ages 6-12.

To help patrons find books while they are not able to browse, we created themed book lists for the website and designed pocket librarian forms for kids.

Once the library does open, we have come up with several ways to help patrons find books while maintaining social distance. Stacks maps will be available at the help desks to give to patrons with the locations of their items circled, themed picture book bundles and ER bundles by level will be on display in the lower reading area, and staff picks bookmarks will also be available.

We are in the process of helping school media specialists plan for the coming school year. One way we are helping is by creating storytime kits for them to checkout and use in their K and 1st grade class visits. These kits will contain everything they need for a storytime: sample format, books, flannel story, rhymes, and props. We are collaborating with schools to create a county wide virtual reading challenge using our SRP software, Beanstack. Kids will earn virtual badges by logging their reading and completing activities, such as getting a library card or using one of our online resources.

Beginning this week, patrons will be able to visit either library branch and experience a StoryWalk and I Spy game in the library windows. A StoryWalk is where families can read a deconstructed picture book along a walking route. A new book will be featured at each library every month.

Submitted by,
Sarah Beth Lesko
Youth Services Manager

Recommendation for Re-Opening to the Public

I am recommending that we keep the services we have going at both branches: no-contact curbside pickup of holds, self-service computers with printing, pocket librarian for readers advisory, phone and email help, notary and virtual programming while also adding self-service faxing/scanning, but not allowing patrons inside. The staff feels strongly that it is still not safe to have patrons in the building. The surge in COVID-19 cases in the state make re-opening risky.

If you do want to let patrons come in to browse, I would like to use an appointment system to limit the number of people and the amount of time they are here. I would also want to require them to wear masks/face shields and gloves and sign an agreement saying they will before they can make an appointment.

The Arkansas State Library keeps a list of libraries' operating status. The link below is updated with a file that is attached to your email.

<https://www.library.arkansas.gov/resources/coronavirus-covid-19-resources/arkansas-public-library-closures/>

Saline County Library Pandemic Service Plan

Service/Access Tier	Full Digital	Curbside Pickup/Computer Access	Limited Services	Precautionary
Library Pandemic Response Level	Level III: Temporary Closure	Level III: Temporary Closure	Level II: Moderated Services	Level I: Precautionary Measures
State Mandate	Stay at Home Order Suggested	Social Distancing, No Groups above 10, More Businesses Open	Social Distancing; Masks Suggested	Social Distancing
Hours of Operation	None	Limited: Public T - F 2-6; Sat. 12-4*	Regular Hours (Could be Limited)	Regular Hours
Materials	Digital Only	Digital Encouraged, Curbside Pickup w/ Phone & Online Orders	Digital Encouraged, Stacks Open by Appointment--Masks and Gloves Required for Entry	Stacks Open
Services	Digital Only	Digital, Self-Serve Computer Access in Meeting Room	Notary; Copy, Fax, Scan, Computers--self-service; NO Toys; Limited Seating; Newspapers;	All Services, Limited Toys or Multi-Touch Items, Home-Bound Delivery Resumes
Check-Out Method	Digital Only	Curbside both Branches	Curbside and Self-check	Self-check
Returns	None, Auto-Renewal	Book Returns Open, Extended Renewals Automatic, Quarantine for books	All Book Drops Open; Books quarantined 3 days	All Book Drops Open; Books quarantined 3 days
Staff in Building	< =4 With Advance Approval	Limited, <=3 per work area + IT support	All Staff Without Exemption Report for Regular Shifts, with Modifications	All Staff Report for Regular Shifts
Programs	Virtual	Virtual, Make-and-Take Supplies	Virtual, Make-and-Take Supplies	Small Group Programs of 10 or Less, Multiple Sessions if Necessary

Digital Services Include: reference, tech assistance, readers' advisory, online library card application, virtual programming for all ages

Item to be Deleted from Inventory
July 13, 2020

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
0629	Clock	50.00*	Aug 2003	Unknown	Jul 2020	Broken
2044	Early Literacy Station	3762.50	Sep 2009	AWE	Jul 2020	Obsolete
2119	Receipt Printer	370.00	Apr 2009	Polaris	Jul 2020	Obsolete
2618	Docking Station	182.46	Apr 2012	BCI	Jul 2020	Obsolete
2620	Docking Station	182.46	Apr 2012	BCI	Jul 2020	Obsolete
2622	Docking Station	182.46	Apr 2012	BCI	Jul 2020	Obsolete
2726	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2727	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2728	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2730	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2731	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2733	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2734	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2735	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2736	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2742	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2748	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2752	PC	730.35	Jan 2013	BCI	Jul 2020	Obsolete
2756	Docking Station	182.27	Jan 2013	BCI	Jul 2020	Obsolete
2758	Docking Station	182.27	Jan 2013	BCI	Jul 2020	Obsolete

Proposed Policy:

Homebound Service

The Homebound Service is available to Saline County residents who cannot utilize traditional library services, or it would cause an undue hardship to do so including: elderly, physically impaired, injured, critically ill, long-term care facility residents, retirement center residents, and rehabilitation center residents.

The Homebound Service provides patrons with a personal one-on-one service to meet their informational, educational, and recreational needs.

Patrons participating in this service may check out any Saline County Library material. Library materials can be mailed or delivered directly to the home or room of the patron.

Existing Policy last updated 9/21/2009:

Homebound Program

Extending library service appropriate to the special needs of all citizens of the community, including the homebound and special care facilities

This Home Service Program provides patrons with special needs a personal one-on-one service to meet their informational, educational, and recreational requirements. Patrons participating in this outreach program may check out material from the same wide variety of books and materials made available to the general public.

Homebound Patrons

In an effort to better serve the county, the Saline County Library has established an outreach service for the homebound of all ages. Library materials can be delivered directly to the home or room of the patron. This service is available to those who can't utilize traditional library services or it would cause an undue hardship to do so including: elderly, physically impaired, injured, critically ill, long term care facilities residents, retirement center residents, and rehabilitation center residents.

Specific materials may be requested and/or the Homebound Librarian will make selections from general materials based on the patrons' interests and needs. Large print and audio material are available for the visually impaired.

All users must have a Saline County library card.

Nursing Homes

Nursing Home patients have the right to utilize library services through this program. The outreach staff member will visit the room of each patient who wishes to receive reading material. The individual patient will be issued a library card and will be responsible for the care and return of all material.

Homebound Students or Students with Disabilities

Homebound students may be recommended for this service by their teachers. Students with physical disabilities or injuries may apply directly to the library for services. They must receive a library card. The Homebound Librarian will take specific material on subjects being studied and requested by the teacher and/or student. Recreational reading will also be made available.

Arkansas

Sen. Jason Rapert
Senate Chair
Sen. Eddie Cheatham
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House Chair
Rep. DeAnn Vaught
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Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

MANAGEMENT LETTER

Saline County, Arkansas Officials and Quorum Court Members
Legislative Joint Auditing Committee

The commentary contained in this letter relates to the following officials who held office during 2018:

County Judge: Jeff Arey
Treasurer: Larry Davis
Sheriff: Rodney Wright
Tax Collector: Joy Ballard
County Clerk: Doug Curtis
Circuit Clerk: Myka Bono Sample
District Court Clerk: Leah Redmon
Assessor: Bob Ramsey
County Librarian: Patty Hector
Airport Commission Chairman: Brandon Guillot

We would like to communicate the following items that came to our attention during this audit. The purpose of such comments is to provide constructive feedback and guidance, in an effort to assist management to maintain a satisfactory level of compliance with the state constitution, laws and regulations, and to improve internal control. These matters were discussed previously with County officials during the course of our audit fieldwork and at the exit conference.

Other Matters

Five unauthorized withdrawals totaling \$1,453 were made from the Sheriff's Inmate Commissary account during 2018. County personnel discovered the unauthorized withdrawals upon reconciliation of the affected bank account. Subsequently, the County recovered \$1,133 of these funds from the bank.

District Court Clerk

The District Court Clerk was unable to identify \$42,409 remaining in the bank account with receipts issued but not yet adjudicated and the payments made on all unpaid individual time pay accounts, as required by Ark. Code Ann. § 16-10-209. A similar finding was in the prior three reports dating back to 2015.

This letter is intended solely for the information and use of the Legislative Joint Auditing Committee, the Quorum Court Members and County management, and other parties as required by Arkansas Code, and is not intended to be and should not be used by anyone other than these specified parties. However, pursuant to Ark. Code Ann. § 10-4-417, all reports presented to the Legislative Joint Auditing Committee are matters of public record and distribution is not limited.

ARKANSAS LEGISLATIVE AUDIT

Marti Steel, CPA
Deputy Legislative Auditor

Little Rock, Arkansas
May 4, 2020