

**Saline County Library
Board of Trustees
Agenda**

**Date: 5/16/22 | Time: 3:30 p.m.
1800 Smithers, Benton, AR**

1. Call to Order
2. Announcements/Public Comment
3. Minutes from the 3/28/22 board meeting
4. Financial Reports
 - a. Income and Expense Reports
5. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Library Management Team Reports
6. Unfinished Business
 - a. Regionalization Discussion
7. New Business
 - a. Library Deletions
 - b. Resolution for Credit Card
 - c. Board Member Recommendation
 - d. Pay Differential Policy
 - e. Public Comment Policy
 - f. Wear and Tear Policy
8. Adjourn
9. Next regular board meeting July 20, 2022

Board Meeting Minutes

March 28, 2022

Attendees:

Caroline Miller Robinson, Board Chair
Lindsay Jordan, Board Member
Marian Douglas, Board Member
Allison Nolley, Board Member
Laine Holleran, Board Member

Patty Hector, Director
Leigh Espey, Library Manager
Brad Crumby, Financial Coordinator

Excused:

Heather Phipps, HR Manager

- I. Call to Order
Miller Robinson called the meeting to order at 3:36 PM.
- II. Announcements
No announcements made
- III. Minutes from the 1/24/2022 board meeting
Nolley moved to accept the minutes as presented. Jordan seconded the motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Douglas moved to accept the reports as presented. Jordan seconded the motion, which passed unanimously.
 - b. Budget Modification Report
Jordan moved to accept the report as presented. Nolley seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Director's Report - *Included in packet*
 - b. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services, Building Operations
- VI. Unfinished Business
 - a. Regionalization Discussion
Nolley moved to proceed with regionalizing with Garland County and speaking with Bill Spivey. Holleran seconded the motion which passed unanimously.

VII. New Business

a. Library Deletions

Jordan moved to accept the Library Deletions as presented. Douglas seconded the motion which passed unanimously.

b. Audit Report for 2020

No motion necessary. Informative only, showing that Saline County Library had a clean audit.

c. Updated Policy Manual

Postponed passing policy manual.

VIII. Miller Robinson adjourned the meeting at 4:39 PM.

Submitted by,

Leigh Espey
Library Manager



Saline County Library

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - April, 2022

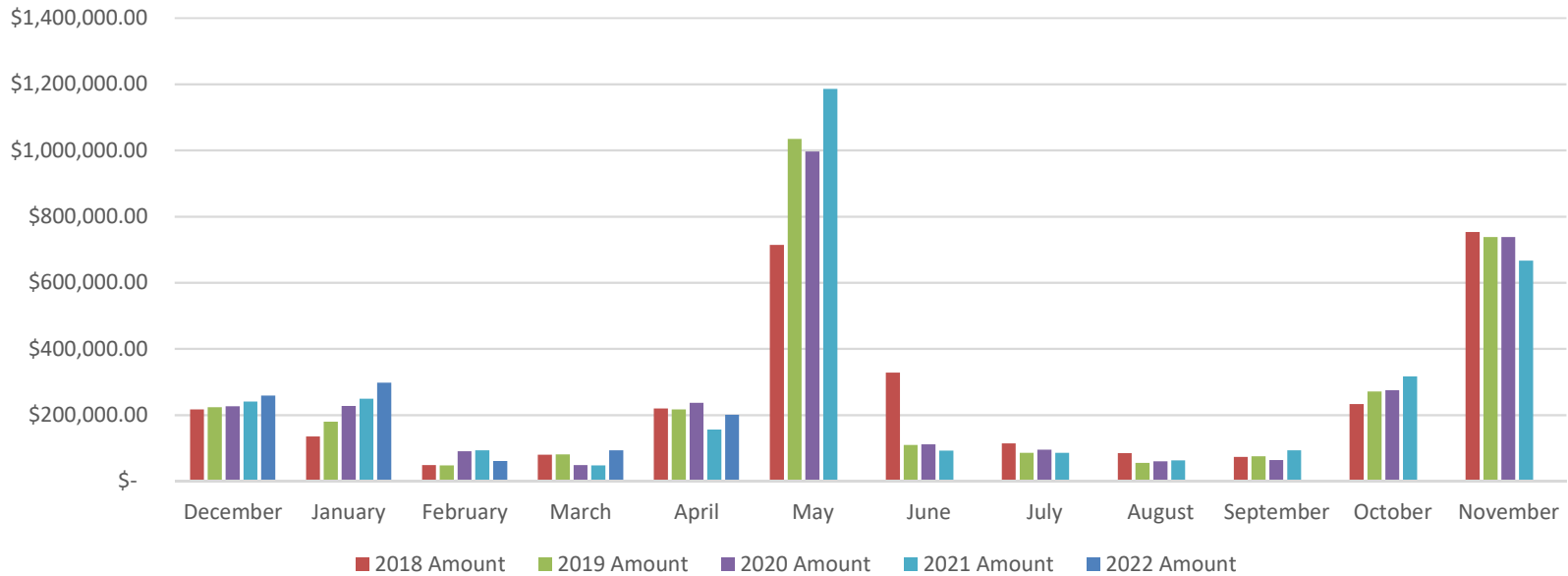
		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	711,028.94		-711,028.94	
4200 State Aid	56,815.82		-56,815.82	
4210 State Scholarship Money	2,700.00		-2,700.00	
4310 Book Sale	10,031.30		-10,031.30	
4330 Copies/Printing	6,503.16		-6,503.16	
4340 Damage	181.56		-181.56	
4350 Fines / Fees	1,850.19		-1,850.19	
4365 Fundraising	192.53		-192.53	
4370 Gifts/Memorials	132.40		-132.40	
4410 Interest Income	4,508.95		-4,508.95	
4420 Lost Item	429.62		-429.62	
4450 Out of County Card	10.00		-10.00	
4455 Passport Fee	8,500.00		-8,500.00	
4460 Refund	11,089.79		-11,089.79	
4470 Replacement Card	116.00		-116.00	
4490 Restitution	4,905.88		-4,905.88	
Total Revenue	\$818,996.14	\$0.00	\$ -818,996.14	0.00%
GROSS PROFIT	\$818,996.14	\$0.00	\$ -818,996.14	0.00%
Expenditures				
6560 Payroll Expenses	0.00		0.00	
0100 Wages	508,462.18	1,686,800.00	1,178,337.82	69.86 %
0600 Taxes (Fed, AR, SUTA)	38,810.09		-38,810.09	
0800 Retirement	76,013.25		-76,013.25	
0900 Insurance Benefits	67,492.47	230,000.00	162,507.53	70.66 %
1000 Worker's Compensation	4,395.00	6,000.00	1,605.00	26.75 %
1200 Other Fringe Benefits	520.50	1,000.00	479.50	47.95 %
200 Step increases for staff who qualify		0.00	0.00	
Company Contributions				
Retirement		255,000.00	255,000.00	100.00 %
Taxes (Fed, AR, SUTA)		132,000.00	132,000.00	100.00 %
Total Company Contributions		387,000.00	387,000.00	100.00 %
Total 6560 Payroll Expenses	695,693.49	2,310,800.00	1,615,106.51	69.89 %
6700 Supplies				
1600 Printing	7,015.87	10,000.00	2,984.13	29.84 %
1700 General Supplies	9,927.72	30,000.00	20,072.28	66.91 %
2000-1 Janitorial Supplies	2,379.06	8,000.00	5,620.94	70.26 %
3300 Service Contracts	30,718.14	105,000.00	74,281.86	70.74 %
Total 6700 Supplies	50,040.79	153,000.00	102,959.21	67.29 %
6800-1 Professional Services				
4900 Communications	8,842.33	40,000.00	31,157.67	77.89 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
5000 Postage	4,119.79	12,000.00	7,880.21	65.67 %
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	8,032.52	15,000.00	6,967.48	46.45 %
Total 6800-1 Professional Services	20,994.64	72,000.00	51,005.36	70.84 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	609.36	3,000.00	2,390.64	79.69 %
70-5200 Fuel for Personal Vehicle Use	629.22	2,000.00	1,370.78	68.54 %
70-5300 Airline and Rental Car		5,000.00	5,000.00	100.00 %
Total 7000 Transportation	1,238.58	10,000.00	8,761.42	87.61 %
7050 Advertising				
5500 Advertising	16,168.47	25,000.00	8,831.53	35.33 %
Total 7050 Advertising	16,168.47	25,000.00	8,831.53	35.33 %
7100 Insurance				
71-5800 Fire and Extended Coverage		15,000.00	15,000.00	100.00 %
71-5900 Vehicle Insurance	2,213.74	4,000.00	1,786.26	44.66 %
Total 7100 Insurance	2,213.74	19,000.00	16,786.26	88.35 %
72-6000 Utilities				
6100 Electricity	17,479.96	75,000.00	57,520.04	76.69 %
6200 Gas	8,825.56	18,000.00	9,174.44	50.97 %
6300 Water	918.18	6,500.00	5,581.82	85.87 %
6400 Waste Disposal	1,527.88	8,000.00	6,472.12	80.90 %
Total 72-6000 Utilities	28,751.58	107,500.00	78,748.42	73.25 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	5,200.25	40,000.00	34,799.75	87.00 %
73-6600 Machinery and Equipment	1,073.06	20,000.00	18,926.94	94.63 %
Total 7300 Repairs and Maintenance	6,273.31	60,000.00	53,726.69	89.54 %
7400 Miscellaneous				
74-7300 Dues and Memberships	7,554.85	8,500.00	945.15	11.12 %
7900 Meals and Lodging		3,000.00	3,000.00	100.00 %
8200 Refund	59.69	2,000.00	1,940.31	97.02 %
8300 Scholarship Payment	2,700.00	2,700.00	0.00	0.00 %
8600 Software	27,656.35	80,500.00	52,843.65	65.64 %
Total 7400 Miscellaneous	37,970.89	96,700.00	58,729.11	60.73 %
8500-1 All Programming	32,510.10	90,000.00	57,489.90	63.88 %
8700 Staff Development	2,937.20	5,000.00	2,062.80	41.26 %
8752 Fundraising Expenses	759.41	1,000.00	240.59	24.06 %
8800 Books/Magazines/Video/Audio	143,918.83	550,000.00	406,081.17	73.83 %
Grant-3047 ARPA Grant 2021	11,665.32		-11,665.32	
Total Expenditures	\$1,051,136.35	\$3,500,000.00	\$2,448,863.65	69.97 %
NET OPERATING REVENUE	\$ -232,140.21	\$ -3,500,000.00	\$ -3,267,859.79	93.37 %
Other Expenditures				
9100 Building and Furnishings	70,992.62	100,000.00	29,007.38	29.01 %
9300 Machinery and Equipment	17,851.62	35,000.00	17,148.38	49.00 %
9500 Other Miscellaneous Expenditure		5,631.00	5,631.00	100.00 %
Total Other Expenditures	\$88,844.24	\$140,631.00	\$51,786.76	36.82 %
NET OTHER REVENUE	\$ -88,844.24	\$ -140,631.00	\$ -51,786.76	36.82 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$ -320,984.45	\$ -3,640,631.00	\$ -3,319,646.55	91.18 %

TAX RECEIPTS

Date County Received	2018 Amount	2019 Amount	2020 Amount	2021 Amount	2022 Amount	Difference from previous year
December	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 18,410.74
January	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25	\$ 297,724.41	\$ 48,849.16
February	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 60,717.21	\$ (32,076.52)
March	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ 93,532.72	\$ 45,977.88
April	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ 201,091.45	\$ 44,751.02
May	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48		
June	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78		
July	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59		
August	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14		
September	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38	\$ 93,021.74		
October	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67		
November	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81	\$ 666,438.79		
	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 912,120.39	\$ 125,912.28

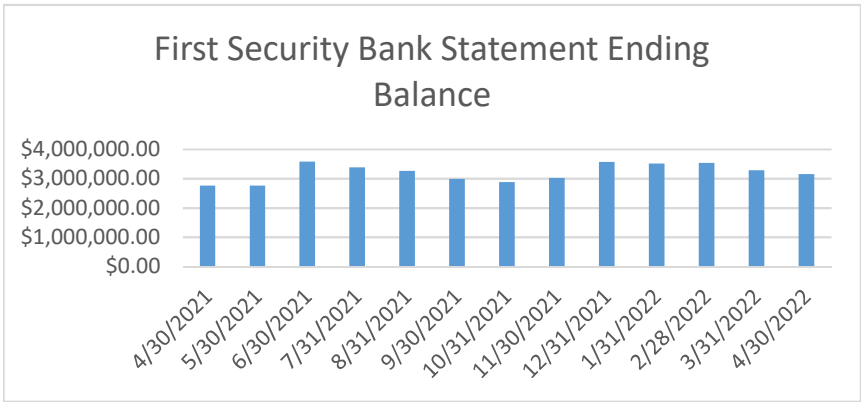


WEBSALES**December 26, 2021 - April 26, 2022**

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>
Beginning balance		\$ 1.68			\$ 4.62	\$ 28.46
Stirling Price by Ralph R Rea	3/1/2022	\$ 15.00	\$ 3.82	\$ 2.66	\$ 6.48	\$ 8.52
Duty Bound by Van Hawkins	4/25/2022	\$ 15.05	\$ 3.19	\$ 2.69	\$ 5.88	\$ 9.17
Income directly deposited in general account		\$ (30.05)		\$ 5.35	\$ 5.35	\$ (24.70)
Papercut transactions (December 26 - February 25)		\$ 125.96				\$ 125.96
Papercut transactions (February 25 - April 26, 2022)		\$ 131.37				\$ 131.37
Subtotal		\$ 259.01			\$ 22.33	\$ 278.78
Transfer February 25, 2022		\$ 112.78			\$ 8.36	\$ 104.42
Transfer April 26, 2022		\$ 134.32			\$ 9.96	\$ 124.36
Ending Balance		\$ 11.90			\$ 4.00	\$ 50.00

First Security Bank Statement Ending Balance

Date	Amount
4/30/2021	\$2,755,979.69
5/30/2021	\$2,755,978.69
6/30/2021	\$3,577,929.20
7/31/2021	\$3,385,819.82
8/31/2021	\$3,258,632.77
9/30/2021	\$2,990,957.80
10/31/2021	\$2,879,185.93
11/30/2021	\$3,024,632.52
12/31/2021	\$3,568,221.46
1/31/2022	\$3,508,512.84
2/28/2022	\$3,538,379.96
3/31/2022	\$3,286,838.28
4/30/2022	\$3,148,167.75



Director's Report

May 2022

Visit to Pine Bluff Library

GCL and SCL staff visited the gorgeous new Pine Bluff/Jefferson County Library. It was very impressive. Staff from both libraries got some great ideas on layout, furniture and policies.

State Surplus

The state announced a surplus of approximately a billion dollars which spurred me and Adam to think of ways that the libraries in the state could either get back some of the money we pay in sales tax (around a \$100,000 each for GCL and SCL) or just get some money for projects. Advocates for All Arkansas Libraries is working with their lobbyists on this. It actually looks promising at this point.

Regionalization

We continue to research regionalization. A staff survey of both libraries showed that staff are overwhelming positive about a merger. The concerns they have are mostly from lack of knowledge or unknown at this point. We are continuing to find cost savings and ways we can improve our services for patrons. We've instituted staff exchanges and attend each other's staff meetings to further get to know each other.

Furniture Issues

We've had several furniture problems that Library Interiors of Texas (LIT) is handling for us. The new privacy seating install couldn't be completed because the holes drilled for the side and back panels were too big. The manufacturer is working on a fix. Patrons are using the new furniture despite the lack of panels. We also have several desk chairs with either the back or the seat problems. We got them right before the pandemic so they are fairly new. The manufacturer is a well-known and respected company so I'm not sure what the issue is. Thankfully LIT takes care of these problems.

Nature Play Space

I'm so proud of all the staff who have contributed to the Nature Play Space project. It's great to see Sarah Beth Lesko's dream come to fruition. It is going to be a wonderful asset for our community.

Circulation Statistics and Usage

I am so excited to report that library usage has increased tremendously. It's so nice to see the community in the library again and to see the public services desks busy. We're hoping that our summer reading program will be a hit. There are some fun programs planned for this summer.

Submitted by,
Patty Hector
Library Director

MARCH AND APRIL 2022 STATISTICS

38,157 people have a library card

Library visitors:
27,033

Adult program
attendance: 647

Youth program
attendance: 3,514

MATERIALS



Books borrowed:
65,992



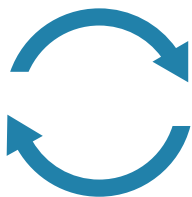
DVDs borrowed:
6,927



Misc. items borrowed:
1,353

Total circulation: 74,272

SERVICES



Interlibrary loans:
Loaned: 57
Borrowed: 31



Home delivery/Books by
Mail: 15



East End
book lockers: 22



Passports: 227

DIGITAL RESOURCES

e-content: 5,605

catalog use: 22,452

database use: 1,444

facebook reach:
54,136

computer access: 36,000

app use: 5,042

instagram followers:
1,510

total app installs: 154

twitter impressions:
5,200

support questions:
5,883

newsletter subscribers:
650

web searches: 4,395

website visits: 95,343





UNITED STATES DEPARTMENT OF EDUCATION
OFFICE FOR CIVIL RIGHTS

REGION IX
CALIFORNIA

50 UNITED NATIONS PLAZA
MAIL BOX 1200, ROOM 1545
SAN FRANCISCO, CA 94102

March 31, 2022

By email only to: pattyh@salinecountylibrary.org

Patty Hector
Library Director
Saline County Library
1800 Smithers Drive
Benton, Arkansas 72015

Re: OCR Docket No. 06-19-8901
Saline County Library, Arkansas

Dear Director Hector:

This letter is sent to notify you that the Office for Civil Rights (OCR) of the U.S. Department of Education has concluded its monitoring of the implementation of the Resolution Agreement (Agreement) of March 3, 2021, in the above-referenced matter, as the Saline County Library (Library) has satisfied all obligations under that Agreement. OCR will take no further action with respect to this matter.

The Agreement was designed to resolve OCR's investigation of 1) whether the Library's website and online programs and activities excluded qualified individuals with disabilities from participation in, denied them the benefits of, or otherwise subjected them to discrimination under any program or activity, and 2) whether the Library took appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities were as effective as its communication with others. The terms of the Agreement required the Library to develop and take substantial steps in the implementation of a strategy to ensure that individuals with disabilities have an equal opportunity to participate in the Library's programs and activities offered through the Library's website by making the online content and functionality accessible, or, if necessary, providing equally effective alternate access. In this context, "accessible" refers to information or technology that, at a minimum, affords a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same programs and activities as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The Agreement requirements were designed to bring the Library into compliance with Title II of the Americans with Disabilities Act of 1990 (Title II) and its implementing regulation at 28 C.F.R. § 35.130.

The Library provided evidence of its adopted strategy and initial implementation plan on February 2, 2022, by submission of a written report. It explained that the Library chose to completely redesign its website and adopted the WCAG 2.1 accessibility standard for the new website. The Library staff has also gone through training on document accessibility and re-

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov

developed its accessibility statement. Moving forward, the Library staff have joined other library systems in the state and are continuing to share accessibility concerns with colleagues statewide.

To evaluate the effectiveness of the Library's adopted strategy and initial implementation plan, OCR conducted tests of representative pages of the Library's website. OCR applied both automated and manual testing protocols to identify technological barriers to access, including checking for appropriate keyboard access and navigation, semantic markup, visual focus indicators, color contrast, video captioning, and document accessibility. When OCR identified a technological barrier to access, it then performed a secondary evaluation to determine whether the technological barrier implicated the Library's compliance with the law by impeding the ability of people with disabilities from having an equal opportunity to enjoy the Library's online programs and activities.

OCR conducted tests on January 7, 10 and 19, 2022, February 2, 2022, and March 16, 24, 28, and 30, 2022, of the Library's website and online programs and determined, as of the initial testing date, that there were some remaining barriers to access for people with disabilities in online programs and activities on some pages, while other pages were barrier-free. The pages selected by OCR for testing included approximately 15 pages representative of the Library's overall online programs and activities, focusing on pages of critical importance to patrons and members of the public and, where applicable, pages reflective of the Library's priorities, such as the Library's homepage; different templates; the most highly-trafficked pages; and other pages of importance, listed below. OCR does not review all of a covered entity's web pages because a website is not static and web pages are always changing. Thus, it is most important for OCR to carefully test those pages that are of critical importance to the ability of patrons or members of the public to access the Library's programs or activities to measure the viability of the Library's strategy and implementation plan.

Through its testing of representative pages and OCR's communications with the Library, OCR determined that the Library remediated all identified barriers on the web pages listed below, if any, which had previously impeded the ability of people with disabilities to access the Library's online programs and activities:

- The Homepage (<https://www.salinecountylibrary.org/>);
- The Kids Corner page (<https://www.salinecountylibrary.org/just-for-you/kids-corner/>);
- The Card Catalog page (https://midarls.ent.sirsi.net/client/en_US/salinecountylibrary/);
- The E-Library page (<https://www.salinecountylibrary.org/elibrary/>);
- The Downloadables page (<https://www.salinecountylibrary.org/elibrary/books-more/downloadables/>);
- The FAQ page (<https://www.salinecountylibrary.org/about/our-library/faqs/>);

- The Library Card Application page ([https://midarls.ent.sirsi.net/client/en_US/salinecountylibrary/search/registration/\\$N/SYMWS>true\);](https://midarls.ent.sirsi.net/client/en_US/salinecountylibrary/search/registration/$N/SYMWS>true);)
- The Latest News page ([https://www.salinecountylibrary.org/about/our-library/latest-news/\);](https://www.salinecountylibrary.org/about/our-library/latest-news/);)
- The Adult Virtual Programs page ([https://my.nicheacademy.com/scladultvirtualprograms/course/35306\);](https://my.nicheacademy.com/scladultvirtualprograms/course/35306);)
- The Board Report page ([https://www.salinecountylibrary.org/wp-content/uploads/2022/03/SCL-Board-Report-March-2022.pdf\);](https://www.salinecountylibrary.org/wp-content/uploads/2022/03/SCL-Board-Report-March-2022.pdf);)
- The Calendar page ([https://salinecounty.librarycalendar.com/\);](https://salinecounty.librarycalendar.com/);)
- The Meet the Staff page ([https://www.salinecountylibrary.org/about/our-library/meet-the-staff/\);](https://www.salinecountylibrary.org/about/our-library/meet-the-staff/);)
- The New Patron Agreement page ([https://www.salinecountylibrary.org/about/our-library/new-patron-agreement/\);](https://www.salinecountylibrary.org/about/our-library/new-patron-agreement/);)
- The Accessibility Policy page ([https://www.salinecountylibrary.org/about/our-library/accessibility-statement/\);](https://www.salinecountylibrary.org/about/our-library/accessibility-statement/);) and
- The Adult Center page ([https://www.salinecountylibrary.org/category/adults/\);](https://www.salinecountylibrary.org/category/adults/);)

To the extent that the remediated barriers indicated a need to refine the Library's strategy or implementation plan, OCR worked with the Library to effectuate those changes.

Moreover, consistent with the applicable Agreement provision, OCR found that the Library implemented an accessible alert process on its website for users to notify the Library of, or request access to, any online content or functionality that was inaccessible to people with disabilities.

Based on the results of OCR's testing protocol, combined with information gathered during OCR's monitoring of the implementation of the Agreement, OCR has determined that the Library has developed and has taken substantial steps in the implementation of a strategy to ensure that individuals with disabilities have an equal opportunity to participate in the Library's programs and activities offered through the Library's website by making the online content and functionality accessible, or, if necessary, providing equally effective alternate access. Accordingly, OCR is closing its monitoring of the Agreement as of the date of this letter.

This letter should not be interpreted to address the Library's compliance with any other regulatory provision or to address any issues other than those addressed in this letter. This letter sets forth OCR's determination in an individual OCR case. This letter is not a formal statement of OCR policy and should not be relied upon, cited, or construed as such. OCR's formal policy

statements are approved by a duly authorized OCR official and made available to the public. An individual may have the right to file a private suit in court whether or not OCR finds a violation.

Under the Freedom of Information Act, it may be necessary to release this document and related correspondence and records upon request. If OCR receives such a request, we will seek to protect personally identifiable information that could reasonably be expected to constitute an unwarranted invasion of personal privacy if released, to the extent provided by law.

Please be advised that the Library must not harass, coerce, intimidate, discriminate, or otherwise retaliate against an individual because that individual asserts a right or privilege under a law enforced by OCR or files a complaint, testifies, assists, or participates in a proceeding under a law enforced by OCR. If this happens, the individual may file a retaliation complaint with OCR.

If you have any questions, please contact me at 415-486-5525 or at Jessica.Plitt@ed.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Plitt", is centered on the page.

Jessica Plitt
Civil Rights Attorney

Library Management Team Report

Library Manager

May 2022

Nature Play Space Update

The Nature Play Space is officially open!!! We had a grand opening/ribbon cutting on May 11th. We are very excited to offer this new feature to the citizens of Saline County. The Youth Services staff worked very hard to make this happen!

Passport Application Acceptance

Typically, the months of February and March are some of the busiest times for passport applications, but we still have applicants coming in regularly to apply. We have accepted 61 new applications and help with numerous renewal applications. Even though applicants who are eligible for renewal do not need to come to an acceptance facility, we still offer to look over the person's application for their peace of mind and offer photo services.

Notary Services

Our public notary service is one of our most popular nontraditional library services. It is very difficult to find a public notary locally, so it is wonderful that we are able to provide this service to our community. During the month of April until May 12, Benton has done 117 notarial acts.

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report

Branch

May 2022

Seed Library

Anna has been working hard on the seed library and is continuing to grow the program. In March, there were 214 requests and over 1000 seed packs were dispensed while in April, there were a total of 194 requests and 970 seed packs were dispensed. Anna recently assisted with our Plant Swap and had a great turn out! Around fifteen participated and there were over 100 plants available.

Staff Swap

Rachel recently went to Garland County Library to assist and learn about their library. She had a great time and learned vital information to help us with the merger.

Bryant Makerspace

Our Makerspace is now open to patrons from 9:00 am until 12:00 pm on Tuesdays and 2:00 pm until 5:00 pm on Thursdays. Tamartha has worked extremely hard on this and is doing such a good job! We are adding a poster printer to be utilized, thanks to the Marketing Department!

Passport Office

There has been major progress on the passport office in Bryant. The correct plug was added to move the server and we are continuing to work on this project.

Staff Update

Bella has been promoted to part-time Branch Library Assistant: Marketing Assistant. With her background in graphic design, she will not only be working at the circulation desk, but will be closely assisting Kari in marketing projects.

Summer Reading Program

As you know, our Summer Reading Program is right around the corner. We are getting prepared and even turning our children's area into a cave! We can't wait to have a variety of programs and "dig deeper!"

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report

Department

March 2022

IT Department

We continued the process of upgrading are older computer equipment. It has been somewhat slow going getting replacement equipment and computers as supply chain issues have persisted. We are also in the planning stages of our network restructure, which we expect to happen before the end of the year. Our time was mainly spent addressing issues as they arose and maintaining the library network.

Maintenance

We assisted in planning to have the server rack moved in Bryant from its current location to the storeroom opposite, so that a passport office can be set up. The power has been run to the storeroom and we are waiting on the data lines to be moved. Billy also power-washed both Benton and Bryant, including the sidewalks, over the course of several weekends. Billy also worked very hard to prepare things for the grand opening of the nature space and has done an excellent job of addressing other maintenance issues on top of that, while also helping Brittion and Tatiana with housekeeping in both locations.

Housekeeping

Brittion and Tatiana have been hard at work keeping on top of all that goes into housekeeping. They have both done, and continue to do, an amazing job at making our libraries clean and inviting to patrons and staff.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Community Engagement

May 2022

Marketing

Bella Hopkins has been promoted to Library Assistant: Marketing Assistant in Bryant and we are so thankful! She has already created footers for our Library Aware account and is doing a fabulous job. I am sure with her assistance, Jordan and I will be able to accomplish more and in a more timely manner.

We have printed our new Fact Books that have been successful as quick handouts to show our community things they may not have known we have available.

Jordan and Bella will be finishing up Leadership Saline County this month. Their Cheese Dip Festival was one of the most successful Leadership events ever!

Outreach

We had our first Paron Bookmobile program. 8 kids showed up with their parents/grown-ups. They had a lot of fun and Barry with the Bookmobile said it went well. There was a little misunderstanding on the time available to next time, they may be able to stay a bit longer.

April events- four total events, about 749 people in attendance and 23 card sign ups.

Current or completed projects include: Laundromat Library (finalizing), Straw Bale Garden, Book Boxes (designing and building boxes), new story walk signs for East End, and prepping for SRP sign up events.

Upcoming events in May: Pine haven elementary career fair, Saline County Business Expo, Duck Derby at Mills Park, Kids to Parks Day, May 3rd Thursday, and Benton Farmer's Market for SRP sign ups

Programming

March- 13 events; 117 in attendance; 1215 in FB views and over 1700 in reach.

April- 20 events; over 600 in attendance; 3729 FB views and over 2000 in reach.

Submitted by,
Kari Lapp
Community Engagement Manager

Library Management Team Report

Public Services

May 2022

Statistics

In March, I began collecting question statistics in a slightly different way halfway through the month. Previously, we gathered the number of computer questions asked (questions asked about computer use, printing, faxing, everything technology related) and phone questions asked (questions taken by phone). Now we collect digital questions (questions asked about Libby, Overdrive, our app and other similar questions) and technology questions (questions about our computer lab, printing and faxing). This is a much better representation of how we help our patrons.

In March, computers were used 793 times for 458 hours and 29 minutes, 34.69 minutes on average, 1069 questions were asked (OLD questions: 86 computer questions, 193 phone calls, NEW questions: 62 digital questions, 229 technology questions, 430 general questions, 69 reference questions) and 10542 patrons visited, an average of 390 per day. In April, computers were used 756 times for 447 hours and 30 minutes, 35.516 minutes on average, 1022 questions were asked (104 digital questions, 521 general questions, 96 reference questions and 301 technology questions) and 9012 patrons visited, an average of 360 per day.

Staff Changes

We have had a few staff changes since the previous report. We have hired E'Yanne Whitaker as our new shelver and Heather Harvey, our library assistant in charge of Interlibrary Loans, left after nearly 10 years at the library. Grant McKee, who has been here since 2018, has been promoted to fill Heather's position and is taking on Interlibrary Loans as well as continuing to tend to the lockers in East End. Part-timer Haley Johnson, who has been with us since August, has been promoted to full time and will be handling our eBay sales. Finally, we have hired Mitchell Jones to take our new part-time position. He's been with us for a few weeks as of this report and is fitting in well. I'm very proud of our new team and can't wait to see them flourish in their new positions!

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services

March 2022

Outreach & Community Partnerships

In March and April, we did outreach in 11 schools and preschools. We saw 653 people. May is shaping up to be even busier because several elementary schools have contacted us about coming to talk about summer reading. We have also added a new outreach to the Paron community in conjunction with the bookmobile stop there.

Nature Play Space

The Nature Play Space is finally open! We have worked really hard this spring to get everything ready for our children to enjoy. Jordan S., Dana, Ashlyn, and Bella especially spent a lot of time prepping the flowerbeds and the play features. We had a grand opening and ribbon cutting on May 11. Our kids are already really enjoying the space. The Nature Play Space will be open from 9 until 30 minutes before we close April – September, and 9-5 October – March.

Summer Reading

Our summer reading theme this year is Dig Deeper. We are using this theme to explore all the ways that you can dig into things at the library. Most of the youth services programs will be in-person again this year, including weekly storytimes and programs for early elementary aged children through teens in both Benton and Bryant. Teens and tweens will have one virtual program each week.

Staff Changes

May 13 was Jennifer Watson's last day with us. We are all really going to miss her, but are excited for her new adventures. Cheyenne Guffy is our new Teen Librarian. She is settling in really well, and is a great asset. She has jumped right in with the teens and the collection. Aliyah Coleman has joined us as the Youth Services Assistant. She a great fit with our scheduling needs and has already proved to be a hard worker willing to help out wherever we need her.

Submitted by,
Wendy Christy
Youth Services Manager

Items to be Deleted from Inventory
May 16, 2022

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
707	Single Sided Book Cart	*200.00	Jan 1999	Unknown	Broken
1284	Accucut Machine	498.98	Apr 2006	Accucut	Replaced
2463	Computer Table	399.00	April 2011	Versatable	Replaced
2464	Computer Table	399.00	April 2011	Versatable	Replaced
2465	Computer Table	399.00	April 2011	Versatable	Replaced



Bob Herzfeld Memorial Library
 1800 Smithers Drive
 Benton, AR 72015
 (501) 778-4766

Mabel Boswell Memorial Library
 201 N. Prickett Road
 Bryant, AR 72022
 (501) 847-2166

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on May 16, 2022, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$8000
Leigh Espey, Library Manager	\$5000
Rebecca Kidder, Bryant Branch Manager	\$2000
Wendy Christy, Youth Services Manager	\$5000
Kari Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$5000
Billy Jack Osborne, Maintenance Coordinator	\$500

Please increase the credit account for Rob Walton to the amount of \$5000.

Signed,

Caroline Miller-Robinson
 Chair, Library Board of Directors

Saline County Library Compensation Policy DRAFT

Introduction

It is the goal of the Saline County Library to create a compensation policy that attracts and retains qualified employees with externally competitive pay rates, encourages employees to consistently perform well, and ensures equitable distribution of compensation.

The Saline County Library Pay Schedule is made up of 9 pay grades: 1 (lowest) to 9 (highest). Library positions are distributed among pay grades based on the level of difficulty, responsibility, and qualifications required. Every grade has 17 step rates that are each worth approximately 2.5%.

New employees must start at no less than the minimum starting rate in the pay grade of the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience, and should be in proper relation to similarly situated employees in the same pay grade.

Types of pay increase

1. Step Rate Increase – merit/performance

Step rate increases are used to reward successful performance. Each year, the Saline County Library Board of Trustees will determine whether adequate funding for the step increase is available. In years in which the budget can support a step increase, staff with satisfactory performance will be increased by one step, or approximately 2.5%. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. The step rate increase is completely at the discretion of the library board.

Evaluation of Employee Performance

Employee performance is to be formally reviewed twice each year. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the next rating period. All performance evaluations are reviewed by the Director and HR Manager to ensure accuracy and consistency between departments.

Employee performance evaluations rate ten key areas with a rating scale of 1=Never to 5=Always resulting in overall scores from 10 to 50. Employees receiving scores of 40 and higher have demonstrated satisfactory performance. Employees receiving scores of 39 or lower are considered to have demonstrated unsatisfactory performance and are not eligible for a step rate increase.

If the average score of the employee's two performance evaluations for the year show that performance expectations were met during the year, the employee will be eligible to receive a raise on their anniversary date.

Step Rate Increase Eligibility

Employees at the maximum of their pay grade shall have their base pay frozen and are not eligible for a step increase until their rate falls below the maximum of the range due to a cost of living adjustment.

Step increases are not automatic and are solely at the discretion of the library board.

Seasonal employees are not eligible for step increases.

2. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise equivalent to one or two steps under the following circumstances:

- Any library employee earning a Master's Degree in Library Science from an ALA-accredited program - two steps
- Any employee in a non-library specific position earning a Bachelor's or Master's degree in a field that directly pertains to their position – one step
- Any employee earning a significant certification directly pertaining to their position – one step

The eligibility of a non-library specific degree or certification will be decided by the HR Manager. Upon successful completion of the degree program, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

3. Cost of Living Adjustment (COLA)

The cost of living adjustment is a periodic increase to the entire pay schedule that accommodates the rising cost of living. Every year the Board of Trustees will review the COLA as determined by the Social Security Administration and any premium increases in the Saline County benefits package.

4. Manager Differential Pay

In the event an employee who is not a manager must work as the "manager on duty" during their shift, they will be compensated as a manager for the hours they worked. They will be paid in their equivalent quartile under Pay Grade 6.

Public Comment Policy

It is the policy of the Saline County Library Board of Trustees that members of the public shall be given the opportunity to appear before the board during public meetings of the board and to speak on any issue under the jurisdiction of the library board.

- Members of the public may address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
- Comments by members of the public are limited to five minutes per speaker, on a first come, first served basis. The President has the authority to oversee the orderly conduct of comments of the public, including but not limited to, extending the time limit for or order of the speakers.
- There will be no more than 30 minutes for public comment, except with consent of the Board.
- Individuals must be recognized by the presiding officer and must preface their comments by an announcement of their full name and city of residence.
- No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work. The President of the Board of Trustees retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the Library.
- Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.
- The President shall have the authority to determine reasonable procedures regarding public participation not otherwise defined in Board policy.

Wear and Tear Policy

Patrons are not charged for normal wear and tear on library materials. Library staff will assess each item on a case-by-case basis.

Normal wear and tear includes, but is not limited to:

- Book falling from spine, loose spine, loose pages
- Binding that separates
- Frayed edges
- Torn pages that can be easily mended
- Worn spine or pages
- Book jacket is loose, aged, or scratched
- Crinkled pages from being dog-eared or wrinkled pages from multiple uses
- Scratched DVDs and/or video games
- Hinges on cases that have broken due to usage
- Library of Things kits that have supplies that can be replenished
- Unavoidable wear and tear of Launchpads, Hotspots, chargers, AC adapters (swollen battery, will not hold charge, etc.)