

Saline County Library
Board of Trustees Agenda
Date: 7/19/22 | Time: 3:30 p.m. 1800
Smithers, Benton, AR

1. Call to Order
2. Announcements/Public Comment
3. Minutes from the 5/16/22 and 5/26/22 board meetings
4. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
5. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Library Management Team Reports
6. Unfinished Business
 - a. Regionalization Discussion
 - b. Public Comment Policy
7. New Business
 - a. Lost, Damaged & Wear and Tear Policy
8. Adjourn
9. Next regular board meeting Sept. 19, 2022

Board Meeting Minutes

May 16, 2022 & May 26, 2022

Attendees:

Caroline Miller Robinson, Board Chair
Allison Nolley, Board Member
Laine Holleran, Board Member
Patty Hector, Director

Leigh Espey, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator

Excused:

Lindsay Jordan, Board Member
Marian Douglas, Board Member

- I. Call to Order
Miller Robinson called the meeting to order at 3:29 PM.
- II. Announcements
No announcements made
- III. Minutes from the 3/28/2022 board meeting
Holleran moved to accept the minutes as presented. Nolley seconded the motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Nolley moved to accept the reports as presented. Jordan seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Friends of the Library Report
Financial Coordinator and Friends of the Library Liaison, Brad Crumby announced there is a “Bag It” sale in the used book store every Tuesday from 10 AM - 12 PM and 3 PM - 5 PM. The friends have also been helping with the Third Thursday events in downtown Benton. We are also needing gently used children books donations for the used bookstore.
 - b. Director’s Report - *Included in packet*

Hector shared that our stats are back to 2019 levels. The statistics that Jordan Reynolds does for our packets give us the bigger picture of what we do. The library is getting busier and it is great to have people coming back. The Nature Play Space is now open and is also bringing more people in. We received official notice from the Office of Civil Rights that they have concluded the monitoring of the Resolution Agreement of 3/3/2021 and that the library has satisfied all obligations under the agreement.
 - c. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services, Building Operations

VI. Unfinished Business

a. Regionalization Discussion

We will have a joint board meeting with Garland County on May 26th at 6 PM at the Malvern-Hot Spring County Public Library.

VII. New Business

a. Library Deletions

Nolley moved to accept the Library Deletions as presented. Holleran seconded the motion which passed unanimously.

b. Resolution for Credit Card

Holleran moved to accept the Resolution to Credit Card as presented. Nolley seconded the motion which passed unanimously.

c. Board Member Recommendation

No Motion Necessary. Laine Holleran has agreed to a full term.

d. Pay Differential Policy

Nolley moved to accept the Pay Differential Policy be added to the Compensation Policy as presented. Holleran seconded the motion which passed unanimously.

e. Public Comment Policy

Amendments were asked to be made before approving the Public Comment Policy. The amendments are as follows: We want to limit the time to three minutes for a person to speak, the speaker must contact Saline County Library by 12 PM the day of the board meeting in order to speak, and the speaker must come in person and be a resident of Saline County.

f. Wear and Tear Policy

Board chair suggested the policy be part of the larger Lost and Damaged Policy. Staff will resubmit the policy for approval.

VIII. Miller Robinson adjourned the meeting at 4:20 PM.

Submitted by,

Heather Phipps
Human Resources Manager
Board Secretary

GCL/SCL Board of Trustees' Special Joint Meeting
202 E 3rd St, Malvern, AR 72104
26 May 2022 at 6:00 pm

Board Chair John Simpson called the special joint meeting of the Garland and Saline County Library Boards of Trustees at 6pm on 26 May 2022. In attendance were board members Rani Simpson, Renae Carrouth, and Karen Harbut. Introductions were made among the Saline County Library (SCL) board who were in attendance, along with staff from both libraries. Webb began the meeting with a presentation about library boards, their duties and responsibilities, and an overview of the benefits and drawbacks of regionalization. Webb started out by thanking both of the boards for their service, as it can be a thankless, but important, job. He stated that the boards were much more alike than they were different: they both care about libraries, they support library directors in offering the best service possible, they create a better workplace for our current and future employees, and they lessen the burden on our constituent governments. Libraries are not treated as proper county departments when it would be to the library's benefit—neither SCL nor GCL received CARES ACT or ARPA funds from their constituent governments, nor are they entitled to services that their counties extend to other departments. In short, the two libraries are getting the worst of both.

Webb and SCL Director Patty Hector then moved on to discussing the benefits of an interlocal agreement. There is a breakover point where being a county department is no longer beneficial for a public library. It works well in smaller cities and counties, but the returns diminish the larger the county and the larger the library. GCL stands alone in the state as the largest single-site library system and the only independent county library serving a population greater than 40,000 people. GCL has more registered borrowers than the total population of the next county down the list (Baxter County). Over $\frac{1}{3}$ of libraries in the state are part of an regional or interlocal agreement, with most of them having joined since the 1960's.

Joining the two libraries will allow the new system to be completely autonomous. The system will be able to write its own personnel handbook, which will provide a workplace that attracts and retains the most qualified and skilled employees. As an example, current county rules limit GCL and SCL to offering 5 days vacation to a new hire, regardless of station or experience. A librarian with 20 years of experience is not going to work for either system if they are only allowed 5 vacation days for a year. The autonomy that joining would give the libraries will also allow the libraries to continue to operate outside of the sphere of influence of politics. While both libraries are currently fortunate in that their local governments are supportive of their libraries, there are others in the state and across the country whose local governments are increasingly encroaching on library operations in an effort to control access to constitutionally protected free speech. That trend seems to be growing and not shrinking. Other benefits of joining that Hector and Webb discussed include cost savings through economies of scale, better services for all of

the patrons, creating a better and more stable work environment for current and future employees, and providing more services without raising taxes.

Hector and Webb briefly discussed the particulars of how this would work. The system would have one board of trustees, one executive director, and one staff. Board members would continue to be appointed by county judges, but the board would consist of the two existing boards with one at-large member. The system would have a uniform personnel policy and fringe benefits package, including but not limited to health insurance and other benefits. The system will continue to offer Arkansas Public Employee Retirement System benefits to all employees. There would be one salary structure, but separate organizational structures to better meet local needs. There would be separate bank accounts and budgets for each county, along with separate vendor accounts for library materials. Libraries would also share a catalog, delivery services, and programs.

Webb and Hector then proposed a timeline, which would see a decision made by the GCL board by June, draft agreements to be drawn up by August, Articles of Incorporation drafted by September, an interlocal agreement signed by both counties by November, and the new library system launching in January. It is an ambitious timeline, but it is doable. Webb noted that not everything will be in place and settled by January, but the framework to operate will be and the system will be functional by January.

Webb opened the floor to questions and answers. Multiple staff members gave feedback. Many from GCL viewed staying with the county as the worst outcome, but expressed concerns about the unknown. Others expressed excitement over collaboration, shared programming and outreach in Hot Springs Village. Creating new opportunities for patrons, like a larger makerspace for patrons and better serving Hot Springs Village were mentioned. Webb noted that any cost savings from the merger would be put back into the system to expand services, hopefully including building a new branch to serve the Village. John Simpson expressed gratitude to everyone for attending and stated that this will require a great degree of trust on both sides, but that it will develop over time.

With no further business, the boards moved to adjourn.



Saline County Library

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

January - June, 2022

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	2,076,344.65		-2,076,344.65	
4200 State Aid	56,815.82		-56,815.82	
4210 State Scholarship Money	5,850.00	2,700.00	-3,150.00	-116.67 %
4310 Book Sale	16,101.38		-16,101.38	
4330 Copies/Printing	9,863.01		-9,863.01	
4340 Damage	208.83		-208.83	
4350 Fines / Fees	2,941.64		-2,941.64	
4365 Fundraising	478.78		-478.78	
4370 Gifts/Memorials	1,132.40		-1,132.40	
4410 Interest Income	7,083.74		-7,083.74	
4420 Lost Item	453.14		-453.14	
4450 Out of County Card	10.00		-10.00	
4455 Passport Fee	12,490.00		-12,490.00	
4460 Refund	11,286.73		-11,286.73	
4470 Replacement Card	180.00		-180.00	
4490 Restitution	4,905.88		-4,905.88	
Total Revenue	\$2,206,146.00	\$2,700.00	\$ -2,203,446.00	-81,609.11 %
GROSS PROFIT	\$2,206,146.00	\$2,700.00	\$ -2,203,446.00	-81,609.11 %
Expenditures				
6560 Payroll Expenses	0.00		0.00	
0100 Wages	829,700.53	1,686,800.00	857,099.47	50.81 %
0600 Taxes (Fed, AR, SUTA)	62,941.01		-62,941.01	
0800 Retirement	123,803.90		-123,803.90	
0900 Insurance Benefits	101,389.35	230,000.00	128,610.65	55.92 %
1000 Worker's Compensation	9,911.00	6,000.00	-3,911.00	-65.18 %
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	1,128,266.29	2,310,800.00	1,182,533.71	51.17 %
6700 Supplies				
1600 Printing	8,713.55	10,000.00	1,286.45	12.86 %
1700 General Supplies	15,492.63	30,000.00	14,507.37	48.36 %
2000-1 Janitorial Supplies	3,277.37	8,000.00	4,722.63	59.03 %
3300 Service Contracts	53,647.29	105,000.00	51,352.71	48.91 %
Total 6700 Supplies	81,130.84	153,000.00	71,869.16	46.97 %
6800-1 Professional Services				
4900 Communications	12,937.20	40,000.00	27,062.80	67.66 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
5000 Postage	7,069.79	12,000.00	4,930.21	41.09 %
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	9,833.21	15,000.00	5,166.79	34.45 %
Total 6800-1 Professional Services	29,840.20	72,000.00	42,159.80	58.56 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,226.62	3,000.00	1,773.38	59.11 %
70-5200 Fuel for Personal Vehicle Use	1,173.33	2,000.00	826.67	41.33 %
70-5300 Airline and Rental Car	1,295.16	5,000.00	3,704.84	74.10 %
Total 7000 Transportation	3,695.11	10,000.00	6,304.89	63.05 %
7050 Advertising				
5500 Advertising	23,159.84	25,000.00	1,840.16	7.36 %
Total 7050 Advertising	23,159.84	25,000.00	1,840.16	7.36 %
7100 Insurance				
71-5800 Fire and Extended Coverage	176.00	15,000.00	14,824.00	98.83 %
71-5900 Vehicle Insurance	2,213.74	4,000.00	1,786.26	44.66 %
Total 7100 Insurance	2,389.74	19,000.00	16,610.26	87.42 %
72-6000 Utilities				
6100 Electricity	29,916.10	75,000.00	45,083.90	60.11 %
6200 Gas	11,406.23	18,000.00	6,593.77	36.63 %
6300 Water	1,734.51	6,500.00	4,765.49	73.32 %
6400 Waste Disposal	2,881.61	8,000.00	5,118.39	63.98 %
Total 72-6000 Utilities	45,938.45	107,500.00	61,561.55	57.27 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	9,226.03	40,000.00	30,773.97	76.93 %
73-6600 Machinery and Equipment	2,261.08	20,000.00	17,738.92	88.69 %
Total 7300 Repairs and Maintenance	11,487.11	60,000.00	48,512.89	80.85 %
7400 Miscellaneous				
74-7300 Dues and Memberships	7,619.85	8,500.00	880.15	10.35 %
7900 Meals and Lodging	395.00	3,000.00	2,605.00	86.83 %
8200 Refund	99.67	2,000.00	1,900.33	95.02 %
8300 Scholarship Payment	5,850.00	2,700.00	-3,150.00	-116.67 %
8600 Software	33,629.91	80,500.00	46,870.09	58.22 %
Total 7400 Miscellaneous	47,594.43	96,700.00	49,105.57	50.78 %
8500-1 All Programming	53,956.80	90,000.00	36,043.20	40.05 %
8700 Staff Development	3,235.20	5,000.00	1,764.80	35.30 %
8752 Fundraising Expenses	2,368.50	1,000.00	-1,368.50	-136.85 %
8800 Books/Magazines/Video/Audio	241,467.37	550,000.00	308,532.63	56.10 %
Grant-3047 ARPA Grant 2021	11,665.32		-11,665.32	
Total Expenditures	\$1,686,195.20	\$3,500,000.00	\$1,813,804.80	51.82 %
NET OPERATING REVENUE	\$519,950.80	\$ -3,497,300.00	\$ -4,017,250.80	114.87 %
Other Expenditures				
9100 Building and Furnishings	95,867.18	100,000.00	4,132.82	4.13 %
9300 Machinery and Equipment	22,613.01	35,000.00	12,386.99	35.39 %
9500 Other Miscellaneous Expenditure		5,631.00	5,631.00	100.00 %
Total Other Expenditures	\$118,480.19	\$140,631.00	\$22,150.81	15.75 %
NET OTHER REVENUE	\$ -118,480.19	\$ -140,631.00	\$ -22,150.81	15.75 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$401,470.61	\$ -3,637,931.00	\$ -4,039,401.61	111.04 %

Saline County Library Board

2022 Budget Modification Form

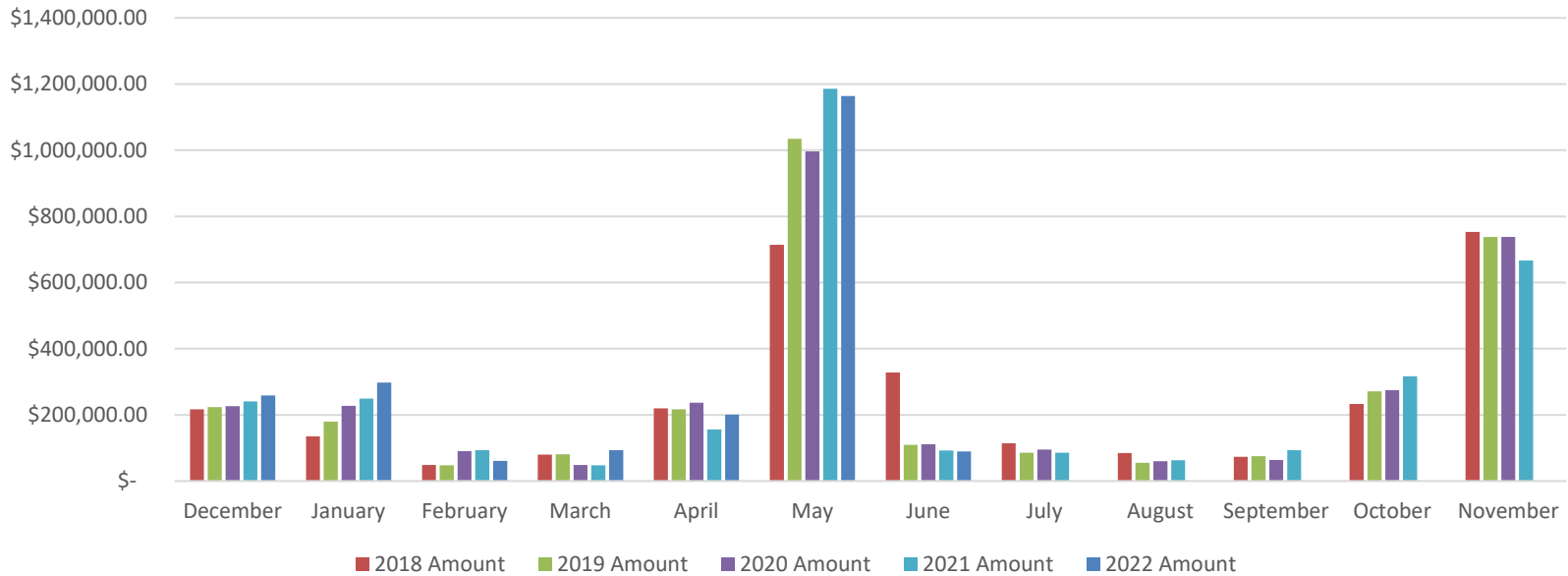
Prepared By: Brad Crumby

Date: 07.19.2022

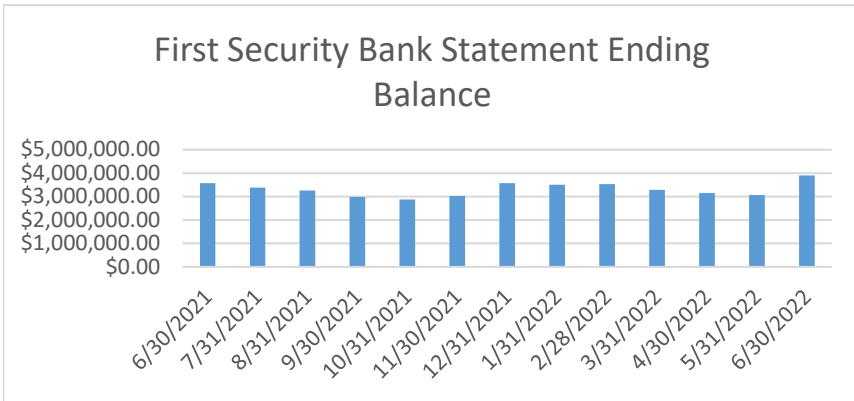
	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T	8300	Scholarship Payment	-	2,700.00	5,850.00	(3,150.00)	3,150.00	5,850.00	-
	4210	<i>State Scholarship Money</i>					<i>(3,150.00)</i>		
H E	8752	Fundraising Expenses	1,000.00	1,000.00	2,368.50	(1,368.50)	1,368.50	2,368.50	-
	4365	<i>Fundraising Income</i>					<i>(1,368.50)</i>		
R									
I									
N									
C									
O									
M									
E							\$ -		
	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
B U D G E T	1000	Worker's Compensation	6,000.00	6,000.00	9,911.00	(3,911.00)	3,911.00	9,911.00	-
	9500	<i>Other Miscellaneous Expenditure</i>	<i>9,131.00</i>	<i>5,631.00</i>	-	<i>5,631.00</i>	<i>(3,911.00)</i>	1,720.00	1,720.00
							\$ -		

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	\$ 1,164,224.26	\$ (21,054.22)
June	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29	\$ (3,197.49)
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	\$ 2,165,635.94	\$ 101,660.57



First Security Bank Statement Ending Balance	
Date	Amount
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	\$3,148,165.75
5/31/2022	\$3,067,737.94
6/30/2022	\$3,895,995.15



WEBSALES**April 26, 2022 - June 28, 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		\$ 11.90			\$ 4.00	\$ 50.00
Le Morte Darthvr	4/26/2022	\$ 25.00	\$ 6.97	\$ 4.21	\$ 11.18	\$ 13.82
From Time to Time DVD	5/14/2022	\$ 20.00	\$ 3.19	\$ 3.38	\$ 6.57	\$ 13.43
Forty Years in the Everglades	5/26/2022	\$ 50.00	\$ 3.19	\$ 8.15	\$ 11.34	\$ 38.66
Marines at Tarawa DVD	6/16/2022	\$ 20.00	\$ 3.82	\$ 3.42	\$ 7.24	\$ 12.76
Spongebob Musical - Live on Stage DVD	6/16/2022	\$ 10.00	\$ 3.82	\$ 1.87	\$ 5.69	\$ 4.31
Income directly deposited in general account		\$ (125.00)		\$ 21.03	\$ 21.03	\$ (103.97)
Papercut transactions (April 26, 2022 - June 28, 2022)		\$ 271.89				\$ 271.89
Subtotal		\$ 283.79			\$ 67.05	\$ 300.90
Transfer June 28, 2022		\$ 305.71			\$ 55.71	\$ 250.00
Ending Balance		\$ (21.92)			\$ 11.34	\$ 50.90

Director's Report

July 2022

Public Comment Policy

I talked to County Attorney Will Gruber and he didn't feel like the board could use residency as a prohibition from speaking. He thought the speaker form and the policy were appropriate.

HVAC Equipment

Harrison reports that the new chiller is here. They will install it when the weather is cooler (unless the old one quits working). They anticipate the installation taking 3-4 days. There is a small chance we will have to close, depending on the weather.

Presentation of Merger Plans to Quorum Court

I presented a power point slide show with the most pertinent information about the potential merger of GCL and SCL. I also gave them a business plan with more details. There were few questions at this preliminary meeting. They will have more questions when we present the actual agreement that we are working on with attorney Bill Spivey.

Books vs eBooks

Looking at our book circulation (which doesn't include dvds, music, games or library of things), we are seeing an increasing percentage of checkouts being electronic or streaming books. Based on these results we are moving a portion of the budget from physical books to ebooks. Part of this trend is the huge amount of use made by the Bryant schools. Their use of ebooks in SORA (Overdrive) is larger than most of the other libraries in the consortium.

SCL Physical Books vs eBooks		
Month	Physical Books	eBooks
January	54%	46%
February	47%	53%
March	52%	48%
April	50%	50%
May	49%	51%
June	61%	39%

Physical books includes audiobooks

eBooks include eAudiobooks & eMagazines

Roof Repairs

The roofer finally finished repairing the damage that occurred last January.

Holds Lockers

The lockers will finally be installed the third week of July. This has been a frustratingly long process. Getting quotes to get the electrical work done was a months-long process.

Network Repair

We finally received our funding commitment letter for e-rate funds to be used to update the network with Promas only to find out that actually purchasing the equipment will be delayed until next year. E-rate funding runs July-June so hopefully we will be able to do the project eventually.

Parking Lot Lights

We finally got the parking lot lights working around the time that evenings were light enough not to need them. However, they replaced the old lights with LED lights that should save us money.

Leak in HVAC Room

On a routine HVAC inspection the Harrison tech noticed that our fire suppression system was leaking and a drain was stopped up—a bad combination. American Fire Protection came and fixed the leak.

Gann Museum

I met with Lindsey Jordan and two board members of the museum about the library taking on the running of the museum. Lindsey is leaving the museum at the end of the year and the board is concerned about its future viability. The city of Benton owes the building and leases it to the museum. As it is a community treasure unlike any other, I feel like it is something that we should seriously consider. Expenses are minimal and they have a sum of money for upkeep that should last a long time.

Submitted by,
Patty Hector
Library Director

MAY AND JUNE 2022 STATISTICS

39,620 people have a library card

Library visitors:
33,267

Adult program
attendance: 638

Youth program
attendance: 5,615

MATERIALS



Books borrowed:
68,079



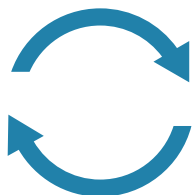
DVDs borrowed:
7,631



Misc. items borrowed:
1,552

Total circulation: 77,262

SERVICES



Interlibrary loans:
Loaned: 68
Borrowed: 61



Home delivery/Books by
Mail: 25



East End
book lockers: 25



Passports: 174

DIGITAL RESOURCES

e-content: 5,387

catalog use: 28,601

database use: 1,154

facebook reach:
37,163

computer access: 41,000

app use: 6,147

instagram followers:
1,535

total app installs: 267

twitter impressions:
4,800

support questions:
7,111

newsletter subscribers:
436

web searches: 5,407

website visits: 143,460



Library Management Team Report

Library Manager

July 2022

Passport Application Acceptance

Saline County Library is one of only two libraries in the state that currently offers passport application acceptance services. The Forrest City Public Library in St. Francis County has completed their paperwork to become the third such facility. Arlisa Harris and two of her staff will be visiting us on Friday, July 22nd, to see how our photo system works and practice taking passport photos. The photograph part of an application can be a daunting task because it has to be just right. They called and asked if they could see how we do it. I thought that was a great idea!

Summer Reading

Summer Reading is going really well! We are back up to 2019 registration numbers and program attendance has been just as high. Kari Lapp and the Community Engagement Department has done a wonderful job getting adults involved with the program and attendance for adult programs has been great. Wendy Christy and the Youth Services Staff have done a phenomenal job with children's programs. Amanda Garrison and the Public Services staff have been rocking through all of the materials circulating this summer! Our circulation stats are super healthy, and PS has done a outstanding job handling all of the patrons and materials. Our new library card sign-ups have been through the roof as well!

We have an amazing staff, and they are rocking this summer! Most of our frontline staff started during the pandemic, so this summer has been a huge change of pace, but they are doing amazing handling the enormous influx of people and materials!

Beehive

We now have an active beehive box at the main library in Benton. Jeff Rosinbaum is a patron and local beekeeper. He approached us about having the hive box as an educational tool. So far, he has had one inspection where he comes and opens the box to inspect all of the frames and comes into the library after the inspection and discusses the state of the hive and answers any questions patrons may have. The hive is set up outside the windows of the children's room, and the children present on inspection day were utterly enthralled with the process. He was able to show a baby bee hatching out of a brood pod. Jeff brought in a frame to let the children taste fresh honey and to show the different elements of a hive. It was fascinating!

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report

Branch

July 2022

Seed Library

Anna has continued to grow the Seed Library while offering our patrons a variety of options. In May, 28 new members joined, there were 166 requests, and 830 seed packs were dispensed. 59 new members joined in April, there were 158 requests, and 790 seed packs were dispensed.

Summer Reading Program

Summer Reading has been great this year! We've been extremely busy, especially with the variation of programs we offer. A patron recently sent the following comment on Facebook:

"I would like to brag on the Bryant library! My son has been going to teen game time on Monday. Even when he is the only one that shows up they always make him feel welcome and still do the program and games with him. I know it's their job but they make him feel welcome and that's going the extra mile. Cooking club has been phenomenal this year! My daughter comes home with her recipe card and loves cooking at home. Her confidence has increased. Thank you so much to these people who make summer reading something kids look forward to attending."

Staff Update

Bella Hopkins recently left the library because she is moving to north Arkansas. Elizabeth Nalley also left to focus on her career in Mass Communications. We have decided to split the full-time position that Elizabeth originally had into two part-time positions to assist with staffing.

Savannah Stone started on July 12th as a Part-Time Library Assistant. She has 20 years of experience working in customer service. She even has her own business on Etsy. Her creativity and positive attitude are a great asset to the library.

Ashleigh Brink began on July 18th as a Part-Time Library Assistant. She is currently attending UALR and working on a degree in Sociology and Psychology. She is an avid reader and has a helpful attitude. We are excited to have her!

Mattie Calhoun started on July 18th as a Part-Time Library Assistant. She is obtaining a degree in English from UALR. Her extended knowledge in books, authors, and genres is extremely beneficial to the library.

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report

Department

June/July 2022

Building Operations Department

IT

With Billy's help, we successfully completed moving the server rack in Bryant from its original location to the storage room on the other side. This involved tracing out all of the cabling and adding or splicing cable where it was needed. Billy and I completed the move and restored network services in five days. This freed up a space for a dedicated passport office in Bryant.

I also received the approval for funding through the E-Rate program to do our network restructure. I am working with Promas to get the equipment we need and to schedule a date for the restructure.

We also began the process of switching to a new data back-up provider, which will take about three weeks to complete.

I also implemented and installed remote software on our system so that troubleshooting issues when I am not on-site is possible.

The IT department is also pleased to welcome Felix Toro to our team. He has hit the ground running and has displayed an eagerness to get in and get the job done, whatever it may be. I am very excited to have Felix on our team.

Maintenance/Housekeeping

We have been very busy in maintenance. Billy oversaw getting the roof of our awning fixed. We also had Fleming Electric install a power outlet for the lockers at our Benton location. Billy put out the new story walk signs at the park in East End. Beyond these items, Billy has responded to and resolved every ticket that he can in a timely manner. Honestly, Billy has done so much in the last month that it is difficult to include everything he's done here.

Brittton and Tatiana continue to do an amazing job at keeping our buildings clean and presentable to both staff and patrons. They have both taken on more duties in Benton so that we could cancel our ServiceMaster contract, which saves the library some money every month.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Community Engagement

July 2022

Marketing

Haley Johnson has been promoted to Library Assistant: Marketing Assistant and we are so thankful! Her first task is to find, fix, and update the obituaries on the website. Next, she will be working on updating the branding on our RFID pads. (She designed the new covers!)

Announcements about Library Card Sign Up Month have gone out. This week we will start making phone calls and hope to have another 75 businesses participating this year. We have increased sponsorship opportunities to accommodate for the increase in printing and to bring back our Mystery Night opening event for participants and sponsors. At the end of the month, we are planning a SCL Awards event that will be open to the public. We hope this will be the first of an annual event so we can recognize all the partners and supporters we have in the community as well as take a few moments to share what great things we accomplished this year. The event will be the last Thursday in September at the Career and Technical Center.

Outreach

We had 7 outreach visits in May and June—2 school literacy nights, 1 farmers market, 1 Third Thursday, and 3 Summer Reading events. Literacy nights were very well attended (Youth Services staff also attended). Farmers Market in June was slow because of Memorial Day weekend. Fun Fest in East End was a huge turnout. Also had a craft fair happening at the same location at the same time that helped with attendance. Fishing Derby was low attendance because heat was in triple digits.

EVENT	DATE	ATTENDANCE	KITS MADE	KITS TAKEN	LIBRARY CARD SIGNUPS	SRP SIGNUPS
MAY						
Collegeville Literacy Night		156				
Angie Grant Family Night	5/9/2022	150				
Farmer's Market	5/28/2022	47	20	8	5	
JUNE						
Summer Reading Fun Fest	6/11/2022	130			8	15
3rd Thursday	6/16/2021	100	100			
HSV Summer Reading Celebration	6/17/2022	15			1	2
SR Fishing Derby	6/18/2022	23				

Programming

May- 18 events; 135 in attendance; 1231 in FB views and 1640 in reach.

June- 18 events; 170 in attendance; 433 in FB views and 471 in reach. (FB views and reach down because fewer virtual programs).

We also tried Bingo in person for June and it was great!

Submitted by,
Kari Lapp
Community Engagement Manager

<u>Date</u>	<u>Program</u>	<u>Virtual or In person</u>	<u>Active or Passive</u>	<u>Attendance</u>	<u>FB Views</u>	<u>FB Reach</u>	<u>FB Engagment</u>	<u>Kits made</u>	<u>Kits Taken</u>	<u>Other/Feedback</u>
5/2/2022	Hope Takes the Reins w Jenny Carlisle	in-person and virtual	Active		9	153				
5/3/2022	Demon in Disguise w Ashley Elliott	Virtual	Passive			155				
5/4/2022	DIY Adv: Aromatherapy bracelet kits	virtual	passive	n/a					80	80
5/5/2022	Mindful Self-Compassion	in-person and virtual	active		9		721	47		
5/9/2022	SCMGs Present	in-person	active		11					
5/9/2022	Author talk: Jackson Ford	Virtual	Passive			131				
5/10/2022	SCL Bingo	Virtual	Active		13	75	383	76		
5/11/2022	Lee Harvey Oswald/Jeff Meek	Canceled								
5/13/2022	Tai Chi for Beginners	in-person	active		4					
5/14/2022	TCBC - Mara Leveritt	in-person	Active		5	n/a				
5/17/2022	SCL Trivia: Star Wars	in-person	Active		14					
5/18/2022	Emergency preparedness for seniors	In-person and Virtual	Active		5					
5/18/2022	D and D	In-person	Active		12					
5/20/2022	Table Talk	Virtual	Active			340	676	34		Last one of the year- teachers before summer
5/21/2022	Downton Abbey Tea	in-person	Active		0					
5/24/2022	Gameshow	Virtual	Virtual		19	82	509	264		
5/28/2022	Genealogy	in-person	Active		34	N/A				
5/28/2022	Couple Found Slain w Makita Brottman	Virtual	Virtual			295				
6/1/2022	Wire wrapped crystal kits	virtual	passive	n/a					75	75
6/4/2022	Crystal Dig @ Ron Coleman Mining	in-person	active		36					
6/4/2022	TCBC Ashley Elliott	in-person	active		3					
6/6/2022	SCMGs Present	in-person	active		11					
6/10/2022	Tai Chi for Beginners	in-person	active		7					
6/10/2022	JackBox Game Night	in-person	acive		10					
6/11/2022	Mind-Body Wellness I	in-person	active		8					
6/14/2022	SCL Bingo	hybrid	active	15 in person/ 5 virtual						
6/15/2022	Write Your Own Obituary	in-person	acive	cxld/will reschedule						
6/15/2022	Genealogy presentation @ Kiwanis	in-person	acive		12					
6/17/2022	Carpool Cinema	in-person	acive		6					
6/21/2022	SCL Trivia	in person	active		2					Same night Arkansas played
6/23/2022	Splatter paint party Benton	in-person	active		7					
6/24/2022	Unsolved Cases: Veronica Falcone	in-person	acive		6					Rescheduled to a Thursday night
6/25/2022	Mind-Body Wellness II	in-person	active		8					
6/28/2022	SCL Gameshow	virtual	active		14	174	471	164		
6/30/2022	Ashlyn Ohm Book Signing	In-Person	Active		38	259				
6/30/2022	Splatter paint party Bryant	in-person	active	cxld						

Library Management Team Report

Public Services

July 2022

Statistics

Summer is in full swing at the library and we are definitely feeling it in Public Services! There was a 46.65 percent increase in library visits between May and June. WHEW!

In May, computers were used 746 times for 444 hours and 30 minutes, 35.759 minutes on average, 833 questions were asked (53 digital questions, 461 general questions, 113 reference questions, 206 technology questions) and 9837 patrons visited, an average of 392 per day. In June, computers were used 1014 times for 585 hours and 59 minutes, 34.674 minutes on average, 1188 questions were asked (69 digital questions, 677 general questions, 181 reference questions, 261 technology questions) and 14426 patrons visited, an average of 534 per day.

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report
Youth Services
July 2022

Summer Reading

The summer reading program this year has been even bigger than we expected. We have registered 196 teens, 396 9-12 year olds, and 737 0-8 year olds. Our programs have great attendance, and many of them are full. Storytime in both locations is doing particularly well with 590 combined attendance in June and 225 already in July. We have also had great attendance for our presenters this summer. Fancyful Fairytales brought Moana to Bryant in June, and 66 people attended. In July, they brought Mirabel to Benton, and 191 people attended. Mary Beth from Animology came at the end of June and did 2 shows with a combined attendance of 270. The Makerspace is open for patrons 3 days a week this summer and so far over 280 people have been in to craft and create.

New Staff

Chelsea Simon started as our new Youth Services Assistant at the end of June. She is proving to be a hard worker and has been quick to jump in helping patrons at the desk.

Submitted by,
Wendy Christy
Youth Services Manager

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 three 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.
- Speakers must complete the Request to Speak Before the Board form and have it turned in to the Library Director or any Board Member by noon of the day of the board meeting.
- 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.

REQUEST TO SPEAK BEFORE THE BOARD

Please complete this form and return it to either a Board Member or the Library Director.

Name _____ Date _____

Address _____

City, State and ZIP _____ Phone _____

Subject of your request _____

Email address _____

Lost and Damaged Items

Lost Items

If an item is claimed lost by a patron or by the library the patron will be responsible for replacing the item either by:

- Paying the library the cost of the item or
- Giving the library a replacement copy

A replacement copy is defined as a brand new, exact copy of the item with the same ISBN number and format.

If a lost item is later found:

- If the patron paid for the lost book the total amount paid will be returned minus the overdue charges
- If the patron provided a replacement copy they will not get a refund, but they may keep the library's copy.

Damaged Items

Users who return items to the Library damaged will be assessed a fee for the damages.

Damage includes, but is not limited to:

- Items which have had barcodes and other Library markings removed, water damage
- Torn pages
- Writing, etc.
- Graffiti
- Chewed edges
- Excessively dirty or foul smelling

If the item cannot be repaired, then the cost will be for a replacement. The patron may keep the book when it has been totally removed from the database. If damage is due to a disaster, such as a fire or a tornado, there will be no cost to the patron for damages however proof must be provided that this disaster occurred. Examples of proof are: Insurance paperwork or a newspaper clipping with details.

It is both the library staff and the patron's responsibilities to note any condition problem at the time of check out and not after the item has been returned. The last person to have the item will be charged for the damage.

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.)