

**Saline County Library
Board of Trustees
Agenda**

**Date: 9/19/22 | Time: 3:30 p.m.
1800 Smithers, Benton, AR**

1. Call to Order
2. Announcements/Public Comment - 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.
3. Minutes from the 7/19/22 board meeting
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
7. New Business
 - a. Closing for Staff Development Day in October
 - b. Updates for Collection Development Policy
 - c. Recommendation to Lease Gann Museum
 - d. Draft 2023 budget
 - e. Request to close early for SCL Awards Ceremony on Sept. 29th
8. Adjourn
9. Next regular board meeting November 21, 2022

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 _____

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Board Meeting Minutes

July 19, 2022

Attendees:

Marian Douglas, Board Chair
Allison Nolley, Board Member
Laine Holleran, Board Member
Kara Conrad, Board Member
Patty Hector, Director
Leigh Espey, Library Manager

Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator
Phyllis Tucker, Friends of the Library
Member
Lindsey Jordan, Gann Museum Director

Excused: Caroline Miller Robinson, Board Member

I. Call to Order

Douglas called the meeting to order at 3:36 PM.

II. Announcements/Public Comment

Hector introduced our new IT Support Specialist Felix Toro.

Lindsey Jordan from the Gann Museum spoke to the board about a possible partnership with the Library. Jordan stated that she will be resigning as the director of the museum this year and the museum board thought this partnership would be beneficial moving forward and it would save the Gann Museum from closing. We will gather more information to present to the Library board for a formal vote.

III. Minutes from the 5/16/2022 and 5/26/2022 board meeting

No changes were made to the minutes

IV. Financial Reports

a. Income and Expense Reports

Conrad motioned to approve the Income and Expense Report as presented, Nolley seconded which passed unanimously.

b. Budget Modification Report

Nolley motioned to approve the Budget Modification Report as presented, Conrad seconded which passed unanimously.

V. Discussion Item

a. Friends of the Library Report

Phyllis Tucker, a Friends of the Library Member spoke and said that our volunteers have worked over 400 hours. We need gently used children's books donations.

b. Director's Report - *Included in packet*

c. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services, Building Operations

VI. Unfinished Business

a. Regionalization Discussion

b. Public Comment Policy

Nolley motioned to accept the Public Comment Policy with the correction stating that residency requirement cannot be used to prevent public comment. Conrad seconded the motion which passed unanimously.

VII. New Business

a. Library Lost, Damaged and Wear & Tear Policy

Conrad moved to accept the policy as presented. Nolley seconded the motion which passed unanimously.

VIII. Douglas adjourned the meeting at 4:42 PM.

Submitted by,

Heather Phipps
HR Manager

Brad Crumby
Financial Coordinator



Saline County Library

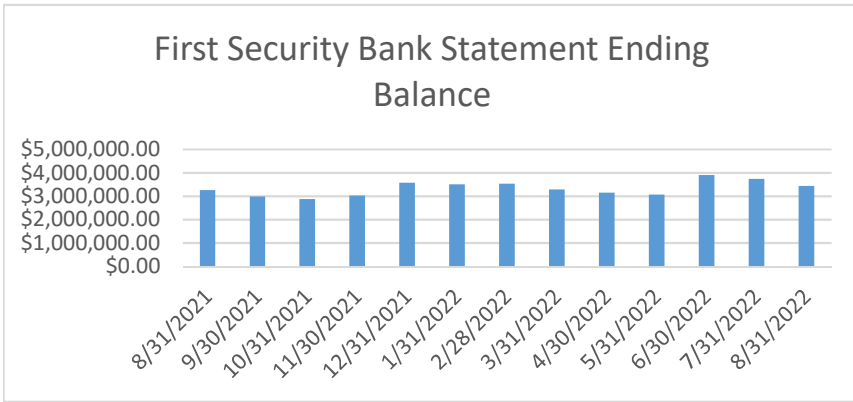
Budget vs. Actuals: 2022 Budget - FY22 P&L

January - August, 2022

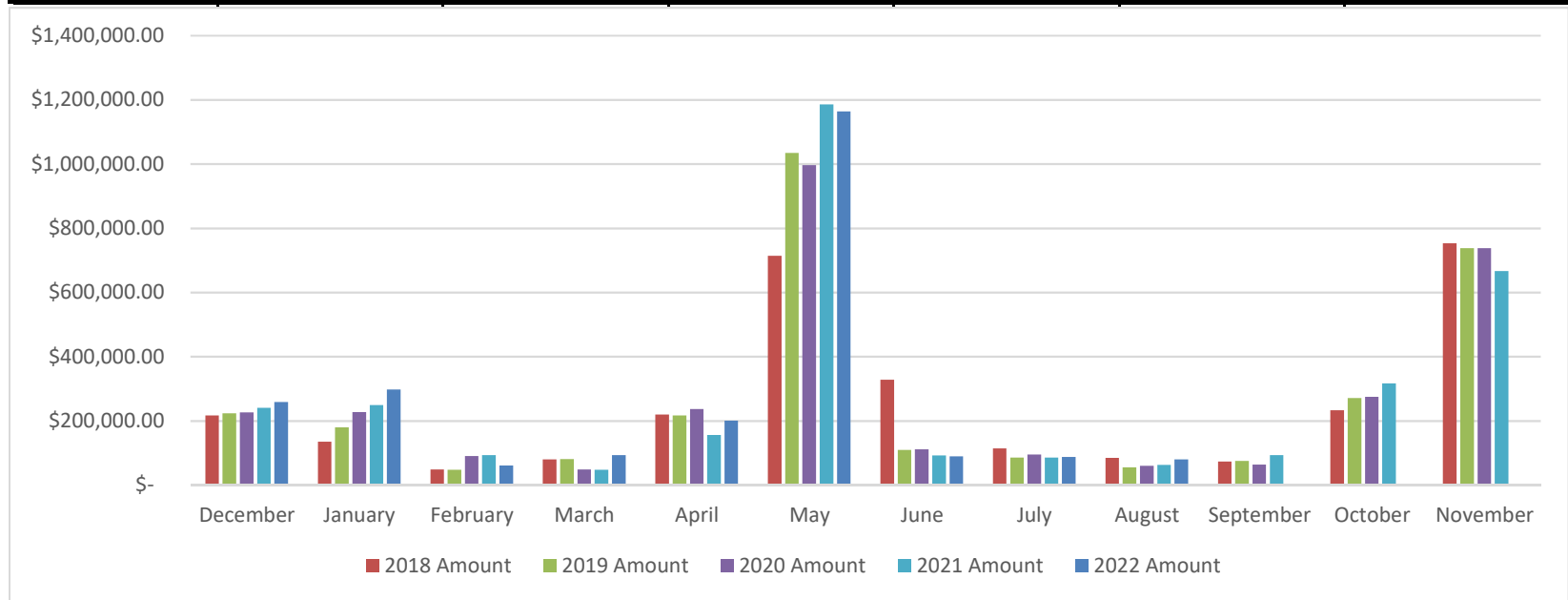
	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	2,252,944.10		-2,252,944.10	
4200 State Aid	85,223.73		-85,223.73	
4210 State Scholarship Money	8,550.00	5,850.00	-2,700.00	-46.15 %
4255 Advertising Income	1,450.00		-1,450.00	
4310 Book Sale	19,462.29		-19,462.29	
4330 Copies/Printing	13,478.63		-13,478.63	
4340 Damage	208.83		-208.83	
4350 Fines / Fees	3,687.86		-3,687.86	
4365 Fundraising	1,154.54	1,368.50	213.96	15.63 %
4370 Gifts/Memorials	3,317.40		-3,317.40	
4410 Interest Income	11,629.44		-11,629.44	
4420 Lost Item	453.14		-453.14	
4450 Out of County Card	10.00		-10.00	
4455 Passport Fee	17,880.00		-17,880.00	
4460 Refund	11,286.73		-11,286.73	
4470 Replacement Card	212.00		-212.00	
4490 Restitution	4,905.88		-4,905.88	
Total Revenue	\$2,435,854.57	\$7,218.50	\$ -2,428,636.07	-33,644.61 %
GROSS PROFIT	\$2,435,854.57	\$7,218.50	\$ -2,428,636.07	-33,644.61 %
Expenditures				
6560 Payroll Expenses	0.00		0.00	
0100 Wages	1,081,796.37	1,686,800.00	605,003.63	35.87 %
0600 Taxes (Fed, AR, SUTA)	81,594.97		-81,594.97	
0800 Retirement	161,250.72		-161,250.72	
0900 Insurance Benefits	133,625.55	230,000.00	96,374.45	41.90 %
1000 Worker's Compensation	9,911.00	9,911.00	0.00	0.00 %
1200 Other Fringe Benefits	861.00	1,000.00	139.00	13.90 %
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	1,469,039.61	2,314,711.00	845,671.39	36.53 %
6700 Supplies				
1600 Printing	9,855.30	10,000.00	144.70	1.45 %
1700 General Supplies	19,805.04	30,000.00	10,194.96	33.98 %
2000-1 Janitorial Supplies	5,309.69	8,000.00	2,690.31	33.63 %
3300 Service Contracts	91,276.48	105,000.00	13,723.52	13.07 %
Total 6700 Supplies	126,246.51	153,000.00	26,753.49	17.49 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6800-1 Professional Services				
4900 Communications	16,654.64	40,000.00	23,345.36	58.36 %
5000 Postage	8,857.50	12,000.00	3,142.50	26.19 %
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	14,037.37	15,000.00	962.63	6.42 %
Total 6800-1 Professional Services	39,549.51	72,000.00	32,450.49	45.07 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,627.70	3,000.00	1,372.30	45.74 %
70-5200 Fuel for Personal Vehicle Use	2,097.75	2,000.00	-97.75	-4.89 %
70-5300 Airline and Rental Car	2,042.63	5,000.00	2,957.37	59.15 %
Total 7000 Transportation	5,768.08	10,000.00	4,231.92	42.32 %
7050 Advertising	28,651.43	25,000.00	-3,651.43	-14.61 %
7100 Insurance	13,811.74	19,000.00	5,188.26	27.31 %
72-6000 Utilities				
6100 Electricity	46,407.34	75,000.00	28,592.66	38.12 %
6200 Gas	13,554.66	18,000.00	4,445.34	24.70 %
6300 Water	3,180.82	6,500.00	3,319.18	51.06 %
6400 Waste Disposal	3,976.22	8,000.00	4,023.78	50.30 %
Total 72-6000 Utilities	67,119.04	107,500.00	40,380.96	37.56 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	28,955.16	40,000.00	11,044.84	27.61 %
73-6600 Machinery and Equipment	2,519.93	20,000.00	17,480.07	87.40 %
Total 7300 Repairs and Maintenance	31,475.09	60,000.00	28,524.91	47.54 %
7400 Miscellaneous				
74-7300 Dues and Memberships	8,463.85	8,500.00	36.15	0.43 %
7900 Meals and Lodging	660.50	3,000.00	2,339.50	77.98 %
8200 Refund	156.86	2,000.00	1,843.14	92.16 %
8300 Scholarship Payment	8,550.00	5,850.00	-2,700.00	-46.15 %
8600 Software	54,023.86	80,500.00	26,476.14	32.89 %
Total 7400 Miscellaneous	71,855.07	99,850.00	27,994.93	28.04 %
8500-1 All Programming	69,854.33	90,000.00	20,145.67	22.38 %
8700 Staff Development	5,827.30	5,000.00	-827.30	-16.55 %
8752 Fundraising Expenses	2,368.50	2,368.50	0.00	0.00 %
8800 Books/Magazines/Video/Audio	315,976.06	550,000.00	234,023.94	42.55 %
Grant-3047 ARPA Grant 2021	11,665.32		-11,665.32	
Total Expenditures	\$2,259,207.59	\$3,508,429.50	\$1,249,221.91	35.61 %
NET OPERATING REVENUE	\$176,646.98	\$ -3,501,211.00	\$ -3,677,857.98	105.05 %
Other Expenditures				
9100 Building and Furnishings	97,023.74	100,000.00	2,976.26	2.98 %
9300 Machinery and Equipment	105,758.99	35,000.00	-70,758.99	-202.17 %
9500 Other Miscellaneous Expenditure		1,720.00	1,720.00	100.00 %
Total Other Expenditures	\$202,782.73	\$136,720.00	\$ -66,062.73	-48.32 %
NET OTHER REVENUE	\$ -202,782.73	\$ -136,720.00	\$66,062.73	-48.32 %
NET REVENUE	\$ -26,135.75	\$ -3,637,931.00	\$ -3,611,795.25	99.28 %

First Security Bank Statement Ending Balance	
Date	Amount
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
7/31/2022	\$3,740,851.10
8/31/2022	\$3,436,375.08



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	\$ 87,308.16	\$ 2,114.57
August	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14	\$ 80,324.03	\$ 17,064.89
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	\$ 2,333,268.13	\$ 120,840.03



Library Director Report

September 2022

APERS Meeting

After meeting with the APERS attorney, we found out that a merged Saline-Garland Library is not eligible to be in APERS unless we are specifically mentioned in the law and approved by the APERS Board. Adam has a contact that will work on this for us. It may be January before it can be accomplished.

PLA Digital Literacy Grant

We are one of 160 libraries nationwide (the only one in AR) that received a grant from the Public Library Association to improve our community's digital literacy. We will receive \$7,000 to provide five or more workshops using PLA's DigitalLearn training materials by March 1, 2023. Types of workshops are Internet Basics, Cybersecurity Basics, Email Basics, Computer Basics (both Windows and Mac), Video Conferencing, and Tablet Basics (both Android and iOS). We plan to concentrate our efforts in the Hispanic community at first. Leigh will be managing this grant.

Internet in the Community

The library has been supplying internet access to the Ralph Bunche Community Center and the Paron Community Center for many years. We looked at the usage back to April 2021 and found that there was none in all the months since that date. That is as far back as the records will show. After visiting the Ralph Bunche Center, I found that a piece of equipment had been unplugged so there was no Internet access. The people I contacted reported that it has been used in the past and they would monitor it more closely to make sure it continues to work.

We also found out there is no wifi signal at Paron from a staff member who leaves nearby. Lack of internet access is an issue for the Paron community, but we don't know why no one told us it wasn't working or what happened to make it quit working. Rob will have to drive out there when he has time.

We also provide Internet access to the Saline County History and Heritage Society. They have no open hours for the public (appointment only), but it was working when I went by there. The wifi does not give the public access like Paron and Ralph Bunche.

Mid-Ark Regional Library System Board Meeting

The Mid-Ark board met and approved the budget for 2023. They didn't include Saline County Library as a member whose state aid would go to the region. If we are able to merge with Garland County Library, we will both join Mid-Ark under a new interlocal agreement. We want to stay in the shared catalog and be able to take advantage of shared delivery and other cost savings from being in the consortium.

Holds Lockers

Our new lockers in Benton are installed. Rob thinks he has discovered and fixed the problems with the lockers in East End. We're considering moving them from the hardware store to the pharmacy next door to Edward's depending on how expensive it is to move the equipment.

Chiller Replacement

We met with the project manager from Harrison to start planning the installation of the chiller. They are estimating three days for the installation. The air handler will be working and we will have access to heat, but no chilled air. They have to block the driveway by the garage for about four hours to lift the equipment up on the roof. They are agreeable to doing it on a Friday, Saturday and Sunday. We should be able to stay open during the installation. We will decide the start date after the first week in October. There is still no word on the ARPA grant that we hope to get to pay for this other than we haven't been turned down yet.

BiblioCommons Launch

The launch date has moved to October 3rd. We're very happy with the look of it and think patrons will love it. It has opportunities for staff and patrons to make interesting book lists and to review titles.

Report from IMLS

I attached a report from the Institute for Museum and Library Services on how libraries adapted to the Covid-19 pandemic. Although Arkansas wasn't included in the survey of libraries, we compare favorably to the libraries surveyed. It's been a hard 2 ½ years, but I think the staff handled it well. They've worked hard and tried to stay well and keep others well. I'm very proud of them and what we accomplished.

Submitted by,
Patty Hector
Library Director

Library Management Team Report

Library Manager

September 2022

Digital Literacy Grant

We received a Public Library Association Digital Literacy Workshop Incentive grant. The focus of the grant is to provide courses for underserved populations in our community to become more comfortable using technology. The requirements of the grant are to conduct at least three workshops by December 15th with at least 30 total participants. Then, conduct at least two workshops between December 16th and March 15th. The materials for the workshop are provided, so our focus will be facilitating a space and staff members to teach the classes. The workshop resources are available in both Spanish and English, and we are hoping to target the Hispanic community as our primary focus. There are eight approved digital skills workshops, and each participant will receive a certificate of completion for each workshop they attend. You can visit www.digitallearn.org to learn more about PLA's initiative to support libraries and communities with expanding digital literacy.

Gann Building Inspection

On August 18th, we facilitated a building inspection for the Gann Museum to ascertain the condition of the building. The original structure and the addition are both in good shape. There were a few areas that need to be addressed such as a new roof, soffit and fascia repairs, a leak in the front porch (this does not affect the bauxite structure, but is substantial), and the rear egress door needs to be uncovered and have a new lock installed on both the main door and storm door. There is vegetation, specifically ivy, growing up outer walls that needs to be removed so that it does not harm the integrity of the soffits. There are tree limbs from the neighboring lot that need to be trimmed back because they are laying on the roof. Overall, the building is sound.

Beehive

Our local beekeeper, Jeff Rosinbaum, conducted his regular hive inspection of the library hive on Saturday, September 10th. We had 23 people attend the inspection and honey collection. He allowed the attendees to help him scrape the wax off the honeycomb, and then he proceeded to extract the honey from the frames. During the inspection, Jeff discovered a queen cell! This means a new queen larva has been laid, and when it hatches, the bees will swarm and relocate so that there are not two queens. He is hoping to catch them before they swarm so that he can relocate them to a new box because it is too late in the year for them to survive without intervention.

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report

Branch

September 2022

Seed Library

Anna did an amazing job with this year's seed library! The Seed Library lasts 8 months each year and this is the second year this program has been available to our patrons. 115 members returned from 2021 while adding 471 new members this year. There were 1,332 total requests and 6,693 seed packs dispensed. Anna is hard at work preparing for next year.

Notary Services

Notary services are extremely important to our patrons and we are thankful we can offer this service at no charge. In July, we had a total of 55 notaries and 61 notaries in August.

Bryant Book Sale

The book sale in Bryant has been extremely popular this summer. Between our Brown Bag Sale and Happy Sacks, our patrons are loving being able to get books for cheap. So far this year, our book sale has brought in \$1,272.69.

Staff Updates

Favi Alba recently left the library to start a full-time position. Hannah Bailey recently started as our new shelver in Bryant. She is currently attending ASU Three Rivers and pursuing a degree in English. Her positive and ambitious personality is contagious and we're so lucky to have her.

Tamantha Misenheimer resigned her position to focus on grad school and getting back to being in the classroom. We are currently working on filling the Youth Services position in Bryant.

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report

Community Engagement

September 2022

Marketing

Francesca Castro has started as our new Marketing Coordinator. She is fresh out of college and doing a fantastic job of learning the ropes here and how to put her own spin on things. She has already created a SCL Tik Tok account and has a plan to keep that fresh.

Library Card Sign-Up Month is halfway over. We have 56 participating businesses offering discounts and 18 sponsors, totaling \$2,700 in sponsorship money. We are running a Facebook campaign to get people to share their discounts with #LCSUM2022 or #TheLibraryCardEffect.

We will have an awards ceremony on Sept. 29th. We will give out 17 awards to our patrons, partners, and staff. Table sponsorships are available for \$50 and food is being donated. First Security is our presenting sponsor with \$250 and SC Career Technical Campus is providing the venue at a discounted rate.

Outreach

In July and August, we had 5 outreach events. September will have our last 3rd Thursday of the year and Bryant Fall Fest. The Third Thursday in July was cancelled. Paron Rural Justice Clinic had seven in attendance and they really enjoyed the service. Ralph Bunche Back to School Picnic was a great event with over 500 visits at our booth. 50 kits were made and all distributed. We had 49 library card sign-ups. Third Thursday in August brought 147 people to our booth, 50 kits made and taken and 16 card sign-ups. Salt Bowl was a busy event but most people just wanted the freebies so the giveback on the event might not have been worth it. Need to find another way to be supportive for the game.

Programming

July- 16 events; 225 in attendance; 2,100 in FB views and 4,785 in reach. Wanda Brunstetter Author Talk was our largest virtual event. Arkansas Blood Institute (20 participants) and Potterpalooza (45 participants) were our best in-person events.

August- 10 events; 67 in attendance; 1,174 in FB views. We took a break from programming to recoup after Summer Reading.

Submitted by,
Kari Lapp
Community Engagement Manager

Library Management Team Report

Public Services

September 2022

Statistics

Things have finally settled down after summer in Public Services!

In July, computers were used 936 times for 553 hours and 20 minutes, 35.47 minutes on average, 1306 questions were asked (112 digital questions, 696 general questions, 118 reference questions, 310 technology questions) and 13102 patrons visited, an average of 524 per day. In August, computers were used 965 times for 539 hours and 34 minutes, 33.548 minutes on average, 1323 questions were asked (88 digital questions, 806 general questions, 159 reference questions, 270 technology questions) and 11598 patrons visited, an average of 430 per day.

We have had some staffing changes in Public Services since summer. Danyelle Childers has joined our staff as shelver and E'Yanne Whitaker has been promoted from shelver to part-time library assistant. In her time as part-time assistant, E'Yanne has already been named Employee of the Month, so it's clear that her promotion was warranted!

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services

September 2022

Summer Reading Wrap Up

This summer, we had nearly 3,000 children participate in youth services programs. We also saw nearly 400 children at outreach visits. The newly reopened Makerspaces were visited by 945 people. 526 children ages 0-18 completed the summer reading program this year.

Bookmark Contest

We had nearly 150 entries in the bookmark contest this year. Choosing only three for each of the three age categories was incredibly difficult. Our winners were Elaine, age 7; Joy, age 10; and Abby, age 12. The winning bookmarks are available at the youth services desks in Benton and Bryant.

Fall Programs & Outreach

Fall programming kick off at the beginning of September. We are back to a full schedule of in-person programs this year, as well as offering one virtual program each for tweens and teens. This fall we have seven storytimes each week. We have 11 afterschool programs each week for children 1st grade and up.

We have also brought back Homeschool Hour. Our homeschool families have been asking for this program since the library reopened, but it's such a large program we didn't feel good about starting it last year. Last week was our first week and we had 87 kids ages 3-18.

We have also been able to set up many of our outreach visits again now that the schools are more open to outside visitors. Currently, we are visiting 14 different locations each month.

Makerspace open hours have changed a little to accommodate more programming elsewhere. However, even with the shortened hours nearly 300 people have visited the makerspaces since the beginning of August.

Submitted by,
Wendy Christy
Youth Services Manager

Library Management Team Report

Building Operations Department

August/September 2022

Building Operations Department

IT

Felix hit the ground running and has addressed several lingering issues. All of the public computers in the adult computer lab are now online and we have worked to get as many as we can back online in the Bryant adult lab. I have configured our new data back-up utility and expect to have the software package finalized by September 16th. Felix and I also successfully tested LPT One and hope to implement it in the coming weeks, which would replace Papercut as our print service. Outside of these items and keeping the network running as smoothly as we can, it has been a fairly quiet period, as far as IT goes. We continue to address issues as they emerge and keep things running with as little impedance to staff and patrons as is possible.

Maintenance/Housekeeping

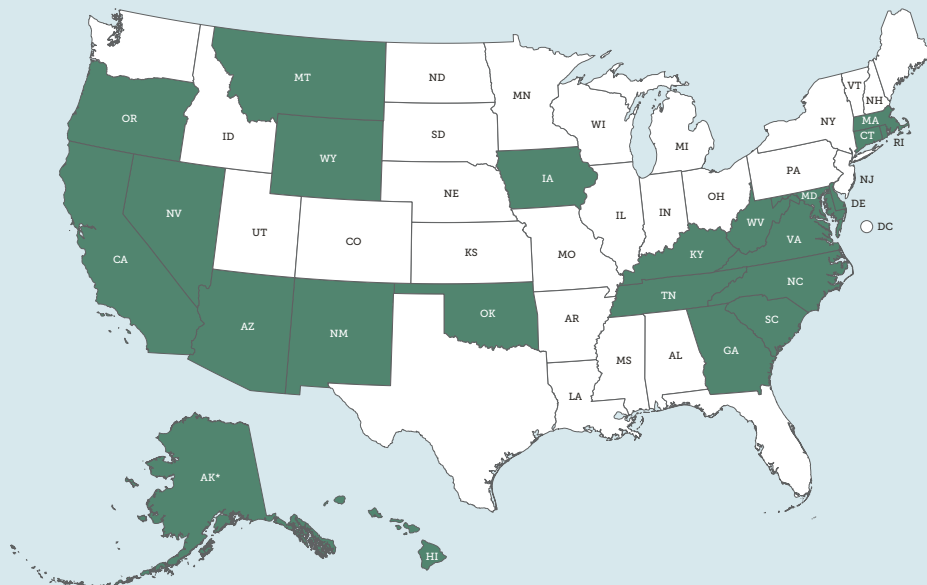
Billy continues to address maintenance issues as they arise, while keeping an eye on future projects. We are preparing to have our new chiller installed in the coming months. Billy has addressed an issue with one of the concrete pads that created a trip hazard in our sidewalk at the front of the building in Benton. He has smoothed the problematic edge to level it with the adjoining pad. He continues to do an excellent job in maintaining the buildings at both locations.

Brittton and Tatiana continue to do an excellent job at ensuring that our buildings are clean and presentable to staff and patrons alike. We are currently looking into UniFirst, to take over doing our laundry (rags, mop heads, et cetera) and to supply our cleaning materials. This would lessen the load of housekeeping and, potentially, will save us money in the long run.

Submitted by,
Rob Walton
Building Operations Manager

How Public Libraries Adapted to Serve Their Communities at the Start of the COVID-19 Pandemic

The COVID-19 Pandemic impacted the ways public libraries serve their communities. This analysis summarizes the findings from **2,616** public libraries with a data reporting period of July 2019–June 2020 in the **23** highlighted states.¹



¹ Missing data were not imputed and libraries not responding to individual items were included in each denominator.

*Alaska has a total of 80 public libraries, but 6 were excluded from analysis because their data reporting period ended in December 2019, before the pandemic began.

As access to physical materials became limited due to closures, public libraries ensured that their patrons had access to services:



93% continued to provide services to the public even while their buildings were closed.

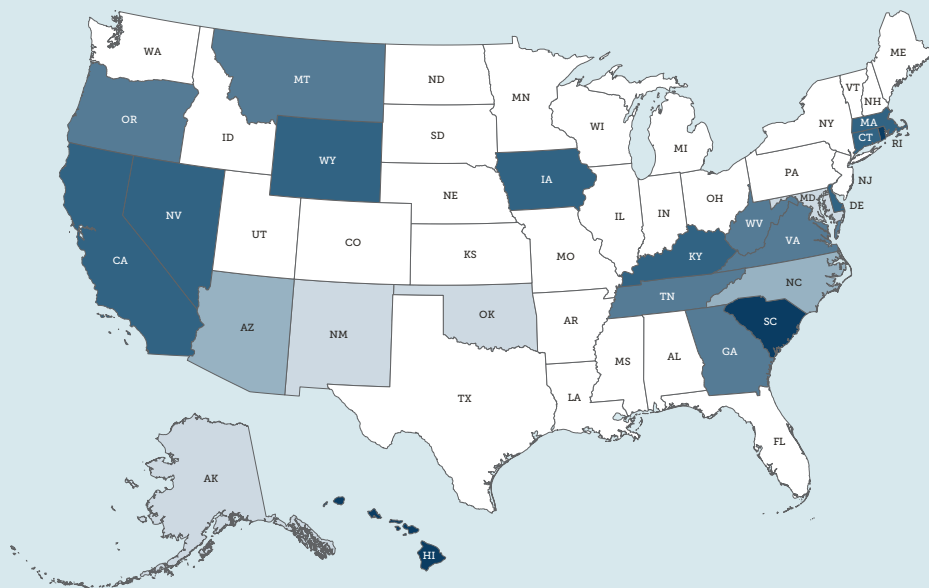


65% increased the electronic materials available to the public (e.g., e-books, downloadable audiobooks).

68% offered electronic library cards, more than twice as many as before the pandemic.



60% of library systems offered virtual live programs during the pandemic, and about the same proportion offered recorded program content via the Internet.



Percent of libraries that provided "outside" service for checking out physical materials at one or more buildings.



88% of libraries provided "outside" service for checking out physical materials (e.g., books, DVDs) while buildings were closed to the public.

69% provided Wi-Fi service outside the building (e.g., parking lot or mobile facilities) at one or more locations during the pandemic.

Of these libraries **44%** increased outdoor Wi-Fi access.



In addition to providing library services, some library staff assisted other agencies in providing vital community services during the pandemic.

18% of libraries reassigned their staff to work for other government agencies or nonprofit organizations.

Key Terms

- 1. Public library:** An administrative entity that (1) contains an organized collection of printed or other library materials, or a combination thereof, (2) has paid staff, (3) has an established schedule in which the services of the staff are available to the public, (4) has the facilities necessary to support such a collection, staff, and schedule, and (5) is supported in whole or in part with public funds. (This definition was developed by the Federal State Cooperative System.) Public libraries may be a single location library or a multiple-branch library system.
- 2. Electronic materials:** Library materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable video and audio files.
- 3. Physical materials:** Library materials that include print materials like books and government documents, audio records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMS), audio reels, talking books, and other sound recordings, and video tapes, DVDs, video CD-ROMs.

Intellectual Freedom Policy

The Saline County Library endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association.

As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. A public institution committed to the principles of democracy and intellectual freedom, the Library recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply Library endorsement of or agreement with the contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials to include in the collection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the needs and the interests of all users.

Individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. While anyone is free to select or reject materials for themselves or their own minor children or wards, the values of one will not be imposed on the many. Parents and legal guardians have the responsibility for their child's or ward's use of Library materials.

The Library is opposed to the removal from its shelves, at the request of any individual or group, materials which have been chosen according to the collection development policy.

~~The Saline County Library Board of Trustees subscribes to the principles of the Library Bill of Rights and the Freedom to Read statements established by the American Library Association. A keen awareness has developed concerning the necessity of careful evaluation and selection of materials. The function of the Library is to provide materials for all ages, from preschool through maturity. As many subject fields as possible are provided with the only limitations being those of budget and of human understanding. The objectives of the materials selection policy are to use money collected and donated for the benefit of the public to:~~

- ~~1. Provide library resources for the interest, information and enlightenment of all the people of the area served,~~

- ~~2. Provide materials to meet the continuing education needs of out-of-school adults and for the enrichment of the formal education needs of children and young adults, and~~
- ~~3. Provide materials to meet the recreational needs of all ages.~~

Collection Development Policy

The function of the Library is to provide materials for all ages, from preschool through maturity. As many subject fields as possible are provided with the only limitations being those of budget and of human understanding. The objectives of the materials selection policy are to use money collected and donated for the benefit of the public to:

1. Provide library resources for the interest, information and enlightenment of all the people of the area served,
2. Provide materials to meet the continuing education needs of out-of-school adults and for the enrichment of the formal education needs of children and young adults, and
3. Provide materials to meet the recreational needs of all ages.

The collection of the Saline County Library shall be developed under the supervision of the library director and is maintained by ~~professional~~ **selection** librarians on staff. The collection shall be expanded and weeded according to the library policy as implemented by the best professional judgment of the librarians, in order to provide access to the human records of the past and present, whether factual, imaginative, scientific, or cultural, on all intellectual levels in a variety of forms both print and non-print. **Selection librarians provide continuity in collections through an organized structure for budgeting, selecting, acquiring, and managing Library materials.**

Collection Development Philosophy

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. **Selection librarians** review the collection regularly to maintain its vitality and usefulness to the community.

Inherent in the collection development philosophy is an appreciation for each patron of the Saline County Library. The Library provides materials to support each individual's journey and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Selection Criteria

Public libraries provide collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of Saline County, but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Widespread interest and usage are the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's Strategic Plan.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

~~The aim in selecting adult materials is to make available books and other materials that will meet the educational, informational, cultural, and recreational interests and needs of the people of the county. To fulfill this aim, the Library endeavors to maintain a carefully selected collection of representative books and other materials of permanent value and of current interest. Materials are selected from many sources and are chosen with the following in mind: the interests of the community, the reading tastes and educational levels of the borrowers, the need for the items in the Library, and the reviews found in professional reviewing media.~~

We endeavor to build collections of merit. As such, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons
- Cost

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author

- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Online Collections:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

Examples of Authoritative Public Library Reviewing Sources:

- Booklist
- Goodreads
- Library Journal
- New York Times Book Review
- Publishers Weekly
- School Library Journal

Special Considerations for Selecting for Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Branch collections are especially shaped by customer use and the physical size of branch locations.

Special Considerations for Foreign Language Materials

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Specific consideration is given to materials in Spanish, the prevalent foreign language in the Saline County area.

Special Considerations for Selecting for Children

Children's materials are selected to provide pleasurable reading for the sake of reading and to provide information in fields of knowledge **that are** of interest to children. Materials are carefully selected so that children of all ages and abilities are served and so that the collections will stimulate imagination, mental growth, and intellectual development. Children's titles, almost without exception, are ~~also reviewed, read, or examined~~ before purchase. **The reading and viewing activity of children is ultimately the responsibility of parents and legal guardians, who guide and oversee their own children's development. The Saline County Library does not intrude on that relationship.**

Special Considerations for Selecting for Young Adults

Young adult materials are selected to help teenagers to realize self-actualization and to live useful, well-adjusted lives in the community and to help them know and understand the world at large.

Special Considerations for Films, Music, and Video Games

~~Films and Musical recordings,~~ **musical recordings, and video games** are selected to provide patrons with important musical and film resources of past, present, and future significance—or, a glimpse of what was, what is, and what might be. The collection will not shy away from recordings or movies which contain artistic value, even if those recordings are considered to be controversial or experimental, in hopes that their inclusion will invite discussion, thought, and understanding.

Special Considerations for Selecting and Developing Nontraditional Collections (or, the Library of Things)

To support the Saline County Library's mission of providing traditional and innovative library resources, programs and services, we have expanded our collections to include what might be considered nontraditional library collections, to create a Library of Things. This collection is a major part of the Saline County Library's Strategic Plan.

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in Saline County, and provides members of our community access to technologies they wish to explore and understand or to which they may not normally have access. The Library's professional staff will select materials based on the needs of library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain items in the collection, the Library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and withdrawal criteria as material acquired for purchase.

Not all library materials may be suitable for all members of the community. Responsibility for a

child's use of library materials, regardless of format or content, lies with the parent or legal guardian, not with the Library. Some items may be limited to use by patrons 18 and older.

We have amazing ideas of what our patrons would love to borrow, and we cannot begin to predict what we might add to the collection next. To that end, it is easier to describe the formats that have not been previously identified or described in the collection development policy. Items in the Library of Things may include but are not limited to kits, tools, consoles, tablets, and equipment.

Statement of Accessibility

The collection shall be developed and organized for access in many ways, to make it possible for citizens to inform and entertain themselves as their needs and desires occur, and to allow access for those disadvantaged by lack of education, lack of language facility, ethnic or cultural background, age, physical or mental handicaps, or apathy.

Special Collections

~~Arkansas Room Collection~~

~~The David O. Demuth Arkansas Room houses a collection of state, regional, and local information and resources. It is open for public use during the hours the library is open to the public. People using the Arkansas Room are requested to sign in.~~

~~The materials in the Demuth Room are non-circulating with no exceptions and it is encouraged that the materials be used only in the room. However, photocopies are allowed at 10 cents per page.~~

~~A microfilm collection is available with local newspapers and other items of historical interest. Copies may be made for 25 cents per page.~~

~~Reference Collection, Usage and Access~~

~~Materials specifically designed for research are placed in the Reference Area. The reference collection is open to the public at all times during the library's regular public service hours. The books in the reference area cannot be checked out, but they may be removed to other parts of the library. A photocopier and scanner are available in the area. Staff is available to assist in duplicating materials. Computer copies and photocopies are 10 cents per page if regular black and white; computer color prints are available for \$1.00 each.~~

Special Considerations for Selecting and Developing Special Collections

The David O. Demuth Arkansas Collection collects to original and secondary materials in a variety of formats in the following subject areas: history of the state of Arkansas, genealogy resources from all 75 Arkansas counties, genealogy resources from states along major migration routes to Arkansas, Saline County school yearbooks, Saline County obituary records on microfilm, and scrapbooks from local organizations and individuals. The Demuth Collection is also the repository of the Library's digital archives.

Consortium Memberships

Saline County Library belongs to a variety of consortium organizations that provide materials and databases for use by our Library users.

The Library is a member of the Arkansas Digital Library Consortium, which provides Overdrive and Libby access to public and school libraries across Arkansas.

The Library is a member of the Mid Arkansas Regional Library System, along with Malvern-Hot Spring County, Grant County, Dallas County, and Cleveland County, and provides resource sharing for patrons of all member libraries.

The Library is also a member of Mockingbird Resource Sharing, which allows libraries across the state to share their catalogs and resources with other libraries and their users.

The Library, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the Arkansas State Library.

Gifts and Memorials

~~The Saline County Library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. No commitment to accept gifts shall be made by anyone except the Librarian and the Board. All such offers made indirectly shall be referred to the librarian.~~ The Friends of the Saline County Library accept donations of materials in good condition which are sold to raise money for the Library. Donations may be delivered to any Library location.

The Saline County Library accepts gifts and/or memorial gifts for its collection that fall within needed subject categories as determined by selection librarians and library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

In respect to gift books, this policy shall be followed: the Library maintains the right to decide whether or not any gift is to be added to the collection, sold, or discarded.

As the donor, the board would like for you to understand the following concerning your donation:

1. The Library is not obligated to retain any gifts which fail to meet its criteria for selection.
2. The Library has the right to discard any gifts in poor physical condition (e.g., brittle paper, water or mildew damage, underlining in the text, torn and/or missing pages).
3. The Library has the right to sell any gifts which duplicate materials already in the collection and are not needed for replacement or duplicate copies.

4. The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or not indexed.
5. The Library has the right to determine suitability for inclusion in the ~~reference~~ **special** or circulating collections. ~~and~~ **Those** materials which are useful to the library collection will be retained and other items **will be** disposed of in whatever manner the **Library** deems best.
6. The Library will determine the classification, housing and circulation policies of all gifts (as with purchased items).
7. The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge the receipt of gifts in writing if requested by the donor. **Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.**

Suggestions of specific titles or subjects are welcomed when memorial donations are given but the final decision, based on the Library collection, rests with the ~~Librarian~~ **selector responsible for the collection.**

Materials written or produced by local authors must meet the general selection standards for inclusion in the library collection. No materials will be automatically added to the collection.

Materials Generally Excluded from the Collection

- Most textbooks (except in those areas where the titles represent the main body of knowledge or best available sources of information.)
- Most complimentary desk copies or publisher's samples.
- Older editions of titles already owned by the Library.
- Marked up or dilapidated copies.
- Consumable materials, including workbooks and instructional supplies.
- Most ephemera.
- Outdated titles containing erroneous or misleading information, particularly in medicine, science, social science, and business disciplines.
- Reader's Digest Condensed Books.
- The work has inadequate characterization, plot, literary style, or atmosphere.
- The work shows an obvious lack of integrity.
- The work is produced to incite hatred and intolerance.
- The work is of a religious, political or philosophical nature not of general interest.
- The work is obscene or pornographic as defined by community standards of good taste and morality. Works which present an honest picture of some problem or aspect of life, however, will not be excluded because of coarse language or frankness; furthermore, all materials will be judged as a whole rather than isolated passages; and
- The work adds nothing new to a field already well covered in other works.

All library materials including gifts will be evaluated according to this policy. Any items not kept by the library considered for inclusion in the book sale to benefit the library.

Withdrawal of Materials

As the physical plant of the Library limits materials capacity, and as the use and age of materials limits their life and effectiveness, material must be periodically re-evaluated as to their current and future value to the library.

Damaged or worn materials of continuing value will be repaired when possible and/or replaced with materials of similar use when possible.

Materials of continuing value which are replaced by updated or revised information will be considered for redistribution according to the needs of the Libraries.

When, in the best professional judgment of the County Librarian, the current and future value of materials does not warrant retaining multiple copies.

Titles which have not circulated for several years will be considered for withdrawal.

The Library board has approved the “~~Crew~~ CREW Guidelines for Weeding” as a good general guide for weeding.

Reconsideration of Materials

Anyone is free to personally reject materials of which he or she does not approve; however, the choice of library materials for personal use is an individual matter. No one has the right to exercise censorship to restrict the freedom of use and or access of others. Any request for reconsideration of an item in the collection must follow the Library’s procedure, as follows:

1. If a patron objects to materials held by the Library, he or she may submit a complete Citizen’s Request for Reconsideration of Library Materials Form with full name and address. Anonymous forms will not be accepted.
2. Upon receipt of the completed form, the Library Director will review the reasons for the complaint and the materials in question. The Director will attempt to answer the complaint to the patron’s satisfaction. If the patron is not satisfied with the Director’s action, the patron may request that the materials be reviewed by a Materials Review Committee consisting of the Library Director, one other library employee, and two members of the Library Board of Trustees.

Recommendation to Lease Gann Museum

September 2022

The management team is recommending that the library lease the Gann Museum from the City of Benton and work with the museum's board and director to keep the building and museum collections as a community resource. As the former site of the library and the only known building constructed of bauxite, the Gann is a valuable piece of Saline County history. It also houses an unknown amount of local history documents and other materials.

The Community Engagement Department has ideas for how to incorporate the Gann into our programming. Julie Syler is taking courses in digital preservation so she would be able to evaluate and digitize the collection and make it available online.

We had a building inspector look over the building, and found that it is structurally sound and doesn't need any major repairs. We believe it would be a valuable addition to our library.



Saline County Library Draft Budget 2023

Item #	Budget Classification	2022	2023	Notes
	Personnel Budget			
	Salaries			
	Full-time Salaries	\$1,450,000.00	\$1,452,422.00	
	Part time Salaries	\$210,000.00	\$235,409.00	includes seasonal & PIC pay
	Step increases for 35 staff who qualify	\$26,000.00	\$36,000.00	
	Total Salaries	\$1,686,000.00	\$1,723,831.00	
	Benefits			
600	Payroll Taxes	\$132,000.00	\$132,000.00	
800	Noncontributory retirement (15.32%)	\$255,000.00	\$ 260,000.00	
900	Healthcare	\$230,000.00	\$ 175,000.00	Quote for our own insurance sep from county
1000	Worker's Comp	\$6,000.00	\$6,000.00	
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	
	Total Benefits	\$624,000.00	\$574,000.00	
	Total Personnel Budget	\$2,310,000.00	\$2,297,831.00	
	Other Services and Charges			
	Supplies			
1600	Printing	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	
3300	Service Contracts	\$105,000.00	\$135,000.00	
	Professional Services			
4500	Engineering and Architectural	\$5,000.00	\$5,000.00	
4900	Communications	\$40,000.00	\$40,000.00	e-rate discount runs from July-June and discount is on AT&T bills for Internet only. Budgeted amount needs to reflect charges w/out e-rate discount; added new internet account for East End holds lockers

5000	Postage	\$12,000.00	\$12,000.00	passports, books-by-mail and ILL
6800	Professional Services	\$15,000.00	\$15,000.00	IT plans to re-work network with Promas
	Transportation			
2500	Fuel for Vehicle Use	\$3,000.00	\$5,000.00	increased to cover increasing price of gas
5200	Mileage Reimbursment	\$2,000.00	\$2,000.00	
5300	Travel (airline and rental car, etc)	\$1,000.00	\$5,000.00	
	Advertising and Marketing			
5500	Advertising and Marketing	\$25,000.00	\$35,000.00	
	Insurance			
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	
	Utilities			
6100	Electricity	\$75,000.00	\$75,000.00	
6200	Gas	\$18,000.00	\$21,000.00	
6300	Water	\$6,500.00	\$6,500.00	
6400	Waste Disposal	\$8,000.00	\$8,000.00	
	Repairs and Maintenance			
6500	Building and Improvements	\$40,000.00	\$35,000.00	
6600	Machinery and Equipment	\$20,000.00	\$15,000.00	
	Miscellaneous			
7900	Meals and Lodging	\$3,000.00	\$3,000.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	
8600	Computer Software	\$80,500.00	\$121,000.00	
8700	Staff Development	\$5,000.00	\$5,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00	
	Materials			

8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	
9100	Building and Furniture	\$100,000.00	\$100,000.00	
9300	Machinery and Equipment	\$35,000.00	\$45,000.00	
G2019				
9500	Miscellaneous (not earmarked)	\$9,131.00	\$69,669.00	
	Total Other Services and Charges	\$1,323,131.00	\$1,473,169.00	
	Total Budget	\$3,633,131.00	\$3,771,000.00	
	Estimated Income			
	Millage*	\$3,300,000.00	\$3,400,000.00	
	State Aid	\$113,631.00	\$147,000.00	State Aid will come to library instead of Mid-Ark if merger occurs
	Fines, Fees, and Copies	\$5,000.00	\$10,000.00	
	Interest	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$180,000.00	\$160,000.00	
	Passports	\$7,500.00	\$20,000.00	
	Book Sales	\$10,000.00	\$12,000.00	
	Fundraising	\$2,000.00	\$2,000.00	
	Projected Revenue	\$3,638,131.00	\$3,771,000.00	

*previous year's tax receipts are used

3300 Service Contracts Breakout

Category	2021
Adams Pest Control	\$1,048.00
American Fire Protection	\$2,611.00
EagleTechnologies	\$3,787.00
Datamax - copiers & printers	\$14,000.00
Stirling (Website Hosting)	\$1,500.00
Harrison Energy Partners (Benton Service Contract)	\$17,829.00
Johnson Controls (Tyco) - security	\$3,601.00
Kone - Elevator	\$4,929.00
Jones Heat and Air (Bryant Service Contract)	\$1,079.00
Promas**	\$8,011.00
Ragan Safe & Vault - cameras	\$1,300.00
Service Master Clean - Bryant	\$10,152.00
Tech Logic - RFID & Self-check	\$4,000.00
Terry's Window Cleaning	\$2,500.00
Ingram Library Services	\$300.00
B&T - lease books	\$1,495.00
Amazon	\$107.00
Record Imaging Systems (microfilm reader service contract)	\$2,700.00
Arkansas Dept of Labor (elevator License)	\$50.00
Greenspan Lawn Care	\$11,800.00
Mid-Ark Membership Fee	\$41,000.00
Total	\$133,799.00

**3-year contract for Aerohive and Sonic Wall

Repairs and Maintenance Breakout

6500 Building & Improvements		2023
AC Unit for Bryant		\$6,500.00
Total		\$6,500.00

6600 Machinery & Equipment		2023
Repairs for Traverse		\$2,000.00
Total		\$2,000.00

8500 Programming Breakout

Category	2023
Youth Services	\$40,000.00
Community Engagement	\$25,000.00
Makerspace	\$25,000.00
Total	\$90,000.00

Makerspace Breakdown	Amount	Notes
Benton		
Makerspace Programs	\$2,000	Craft supplies, disposable containers and bags
Makerspace Circulating Kits	\$2,000	Supply and replenishment
Equipment Maintenance	\$5,000	Money for repairs, upkeep, or replacement
Supplies	\$10,000	Restocking basic supplies to have on hand for programming needs and patron use during Makerspace hours
Bryant		
Equipment/Maintenance	\$1,000	
Supplies	\$5,000	General supplies for programs, open hours, circulating kit replenishment and grab & go Kits
Total	\$25,000	

8600 Computer Software Breakout

Category	2023
Bamboo HR Software - yearly	\$7,000.00
Adobe	\$4,669.00
Computype	\$1,050.00
Envisionware Cloud Nine	\$738.00
Envionsionware Central Mgmt	\$1,015.00
Faronics (Deep Freeze)	\$630.00
Getty Images - marketing	\$1,999.00
Intuit (Quickbooks)	\$2,892.00
Productive Corp. (Sophos) - IT security	\$13,913.00
Wufoo - Forms	\$375.00
Beanstack (SRP and other programming)	*2990
Communico (Attend, Reserve & Schedule)	\$14,950.00
PatronPoint	\$11,000.00
Niche Academy	\$4,200.00
Zoom	\$180.00
Flipbook for library magazine	\$1,070.00
Streamyard - virtual programming	\$300.00
BiblioCore	\$17,453.00
Wave Video Making & Hosting	\$576.00
Survey Monkey	\$300.00
Microsoft Office 365 (through Promas)	\$10,500.00
Teamviewer	\$1,050.00
Sirsi/Dynix (Symphony and Portfolio)	\$24,602.00
Total	\$120,462.00

2021 Draft Budget

8800 Materials Breakout

Category	2020	2021	2022	2023
Benton Adult Audio	\$12,000	\$14,000	\$14,000.00	\$10,000.00
Benton Adult Books	\$50,000	\$38,000	\$37,500.00	\$37,500.00
Benton LP	\$24,000	\$20,000	\$20,000.00	\$16,000.00
Benton Adult CD	\$1,000	\$0	\$0.00	
Benton Adult Video	\$60,000	\$48,000	\$41,600.00	\$31,100.00
Benton Children Audio	\$3,000	\$5,000	\$5,000.00	\$4,000.00
Benton Children Books	\$40,000	\$32,000	\$32,000.00	\$32,000.00
Benton Children Video	\$14,500	\$12,000	\$12,000.00	\$12,000.00
Benton Tablets	\$500	\$3,000	\$5,000.00	\$5,000.00
Benton Young Adult Audio	\$2,000	\$2,000	\$2,000.00	\$1,000.00
Benton Young Adult Books	\$6,000	\$6,000	\$6,000.00	\$6,000.00
Bryant Adult Audio	\$4,000	\$5,000	\$5,000.00	\$3,000.00
Bryant Adult Books	\$22,000	\$19,000	\$20,000.00	\$20,000.00
Bryant LP	\$10,000	\$10,000	\$10,000.00	\$8,000.00
Bryant Adult Video	\$24,000	\$15,000	\$15,000.00	\$12,500.00
Bryant Tablets	\$500	\$3,000	\$4,000.00	\$4,000.00
Bryant Children Audio	\$1,000	\$2,000	\$3,000.00	\$3,000.00
Bryant Children Books	\$10,000	\$9,000	\$10,000.00	\$10,000.00
Bryant Children Video	\$7,000	\$6,000	\$5,000.00	\$5,000.00
Bryant Young Adult Audio	\$500	\$500	\$500.00	\$500.00
Bryant Young Adult Books	\$4,000	\$4,000	\$4,000.00	\$4,000.00
Digital	\$106,000	\$142,000	\$153,000.00	\$181,000.00
Spanish		\$6,000	\$2,000.00	\$2,000.00
Video Games	\$11,500	\$12,000	\$14,000.00	\$14,000.00
Board Games	\$0	\$0	\$0.00	\$1,000.00
RP	\$500	\$500	\$500.00	\$500.00
New Collections	\$4,000	\$4,000	\$5,000.00	\$5,000.00
Arkansas Room Books	\$2,689	\$2,600	\$2,500.00	\$2,500.00
Databases	\$95,000	\$80,000	\$80,000.00	\$80,000.00
Cox (magazines)	\$2,311	\$3,400	\$3,400.00	\$1,418.00

new line items

Entertainment equipment	\$5,000	\$16,000	\$8,000.00	\$8,000.00
OCLC	\$27,000	\$30,000	\$30,000.00	\$30,000.00

TOTAL **\$550,000 \$550,000 \$550,000 \$550,018**

Digital Breakdown	
Kanopy	\$ 20,000.00
Freegal	\$ 10,000.00
Hoopla	\$ 50,000.00
Overdrive	\$ 101,000.00
	\$ 181,000.00
Magazines	

includes platform fee portion for SCL paid to Mid-Ark

Database Breakdown	
A - Z	\$ 2,625.00
Brainfuse	\$ 12,000.00
Lynda.com	\$ 15,000.00
Newsbank	\$ 17,096.00
Fold3	\$ 4,315.00
Ancestry	\$ 2,160.00
Sanbourn Maps	\$ 1,332.00
Chilton's	\$ 4,980.00
Gale ebooks	\$ 641.00
Ebsco	\$ 11,663.00
Creative Bug	*3187
RBDigital	
Heritage Quest	
NY Times	\$ 2,000.00
LIRC	\$ 5,442.00
	\$ 79,254.00

Genealogy, Obit, Newspapers

Small Engine Repair, LibraryAware, Consumer Reports

Friends pay for

Nolo Press law replaces Law Depot

1%

2022 Draft Budget

Capital Outlays Breakout

9100 Building and Furniture

2023

Furniture

\$68,000.00 chairs for boardroom; tables upstairs

Office Chair replacements	\$2,000.00
Shelving for Bryant Youth Services	\$30,000.00
Total	\$100,000.00

estimate; need quote

9300 Machinery and Equipment Total:

2023

Replace computers	\$10,000.00
Replace vehicle	\$25,000.00
Security cameras	\$10,000.00
Total	\$45,000.00

2022 Draft Budget

Conference Attendance Breakout

Category	2022
5300 Travel (airline and rental car, etc.)	\$0.00
7900 Meals & Lodging	\$0.00
7300 Dues & Memberships	\$0.00
8700 Staff Development	\$0.00
Total	\$0.00

Conference	# of Attendees	Conf Fee	Total Conf Fee	Membership Fee	Total Membership Fee	Travel	Total Travel	Meals	Total Meals	Lodging	Total Lodging	TOTAL
Arkansas Library Association (ArLA)	3		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
	2		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
NAEYC Late Fall 2022	2		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00