

**Saline County Library
Board of Trustees
Agenda**

**Date: 11/14/22 | 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 9/19/22 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
 - b. Draft 2023 budget
 - c. Updates for Collection Development Policy
7. New Business
 - a. Deletions
8. Adjourn

Next regular board meeting January 23, 2022

Board Meeting Minutes

September 19, 2022

Attendees:

Marian Douglas, Board Chair
Allison Nolley, Board Member
Laine Holleran, Board Member
Kara Conrad, Board Member
Pat Bisbee, Quorum Court Rep
Patty Hector, Director

Leigh Espey, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator
Matt Brumley, County Judge-Elect for Saline
County
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
No announcements made
- III. Minutes from the 7/19/2022 board meeting
No changes were made to the minutes
- IV. Financial Reports
 - a. Income and Expense Reports
Nolley moved to accept the reports as presented. Holleran seconded the motion, which passed unanimously.
 - b. Budget Modification Report
Nolley moved to accept the report as presented. Holleran seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Director's Report – Included in Packet
Hector announced that we were 1 out of 160 to receive the PLA Digital Literacy Grant, and the only Library in Arkansas.
 - b. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services, Building Operations

VI. Unfinished Business

a. Regionalization Discussion

Hector announced that we are on a temporary hold because APERS will not support the interlocal agreement. We need approval from their board and a change to the law dictating this. APERS members must be mentioned specifically in the law. Adam Webb and our attorneys will work on it. It can possibly be done in January. We can still use the regional law as an option if this doesn't work. The regional library law is much less involved and doesn't have to have approval from the Attorney General.

VII. New Business

a. Closing for Staff Development Day in October

Nolley moved to close the Library on Columbus Day, October 10th. Conrad seconded the motion which passed unanimously.

b. Updates for Collection Development Policy

No motion at this time. The board would like to review and revisit during next board meeting.

c. Recommendation to Lease Gann Museum

Holleran motioned for the Library to lease the Gann Museum. Nolley seconded the motion which passed unanimously.

d. Draft 2023 budget

No motion at this time, will review next board meeting

e. Request to close early for SCL Awards Ceremony on Sept. 29th

Conrad motioned for both Libraries to close early at 5:30 PM on September 29th to attend the SCL Awards Ceremony. Nolley seconded the motion which passed unanimously.

VIII. Douglas adjourned the meeting at 4:10 PM.

Submitted by,

Heather Phipps
HR Manager



Saline County Library

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

January - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	2,424,858.30		-2,424,858.30	
4200 State Aid	85,223.73		-85,223.73	
4210 State Scholarship Money	8,550.00	8,550.00	0.00	0.00 %
4255 Advertising Income	2,750.00	1,450.00	-1,300.00	-89.66 %
4310 Book Sale	22,001.68		-22,001.68	
4330 Copies/Printing	16,650.63		-16,650.63	
4340 Damage	208.83		-208.83	
4350 Fines / Fees	5,040.60		-5,040.60	
4365 Fundraising	1,494.23	1,368.50	-125.73	-9.19 %
4370 Gifts/Memorials	3,377.40		-3,377.40	
4410 Interest Income	16,727.66		-16,727.66	
4420 Lost Item	453.14		-453.14	
4450 Out of County Card	20.00		-20.00	
4455 Passport Fee	23,305.00		-23,305.00	
4460 Refund	11,286.73		-11,286.73	
4470 Replacement Card	248.00		-248.00	
4490 Restitution	4,905.88	4,905.88	0.00	0.00 %
Grant Money	7,000.00		-7,000.00	
Total Revenue	\$2,634,101.81	\$16,274.38	\$ -2,617,827.43	-16,085.57 %
GROSS PROFIT	\$2,634,101.81	\$16,274.38	\$ -2,617,827.43	-16,085.57 %
Expenditures				
6560 Payroll Expenses	0.00		0.00	
0100 Wages	1,338,073.39	1,686,800.00	348,726.61	20.67 %
0600 Taxes (Fed, AR, SUTA)	100,645.45	132,000.00	31,354.55	23.75 %
0800 Retirement	199,428.37	255,000.00	55,571.63	21.79 %
0900 Insurance Benefits	165,223.15	230,000.00	64,776.85	28.16 %
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	
Total 6560 Payroll Expenses	1,814,142.36	2,314,711.00	500,568.64	21.63 %
6700 Supplies				
1600 Printing	9,681.22	10,000.00	318.78	3.19 %
1700 General Supplies	27,508.58	30,000.00	2,491.42	8.30 %
2000-1 Janitorial Supplies	6,760.41	8,000.00	1,239.59	15.49 %
3300 Service Contracts	100,150.25	105,000.00	4,849.75	4.62 %
Total 6700 Supplies	144,100.46	153,000.00	8,899.54	5.82 %
6800-1 Professional Services				
4900 Communications	21,476.97	40,000.00	18,523.03	46.31 %
5000 Postage	10,957.50	12,000.00	1,042.50	8.69 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	19,596.66	19,905.88	309.22	1.55 %
Total 6800-1 Professional Services	52,031.13	76,905.88	24,874.75	32.34 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	2,008.77	2,500.00	491.23	19.65 %
70-5200 Fuel for Personal Vehicle Use	3,002.01	2,500.00	-502.01	-20.08 %
70-5300 Airline and Rental Car	3,980.55	5,000.00	1,019.45	20.39 %
Total 7000 Transportation	8,991.33	10,000.00	1,008.67	10.09 %
7050 Advertising	32,295.94	28,950.00	-3,345.94	-11.56 %
7100 Insurance				
71-5800 Fire and Extended Coverage	13,591.00	15,000.00	1,409.00	9.39 %
71-5900 Vehicle Insurance	2,213.74	4,000.00	1,786.26	44.66 %
Total 7100 Insurance	15,804.74	19,000.00	3,195.26	16.82 %
72-6000 Utilities				
6100 Electricity	60,364.13	75,000.00	14,635.87	19.51 %
6200 Gas	15,545.71	18,000.00	2,454.29	13.63 %
6300 Water	4,947.79	6,500.00	1,552.21	23.88 %
6400 Waste Disposal	5,072.90	8,000.00	2,927.10	36.59 %
Total 72-6000 Utilities	85,930.53	107,500.00	21,569.47	20.06 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	30,616.18	37,500.00	6,883.82	18.36 %
73-6600 Machinery and Equipment	6,173.31	20,000.00	13,826.69	69.13 %
Total 7300 Repairs and Maintenance	36,789.49	57,500.00	20,710.51	36.02 %
7400 Miscellaneous				
74-7300 Dues and Memberships	9,213.85	8,500.00	-713.85	-8.40 %
7900 Meals and Lodging	3,078.14	3,000.00	-78.14	-2.60 %
8200 Refund	182.18	2,000.00	1,817.82	90.89 %
8300 Scholarship Payment	8,550.00	8,550.00	0.00	0.00 %
8600 Software	69,682.62	80,500.00	10,817.38	13.44 %
Total 7400 Miscellaneous	90,706.79	102,550.00	11,843.21	11.55 %
8500-1 All Programming	78,335.07	90,000.00	11,664.93	12.96 %
8700 Staff Development	7,231.16	6,500.00	-731.16	-11.25 %
8752 Fundraising Expenses	2,368.50	2,368.50	0.00	0.00 %
8800 Books/Magazines/Video/Audio	381,485.13	548,500.00	167,014.87	30.45 %
Grant-3047 ARPA Grant 2021	11,665.32		-11,665.32	
Total Expenditures	\$2,761,877.95	\$3,517,485.38	\$755,607.43	21.48 %
NET OPERATING REVENUE	\$ -127,776.14	\$ -3,501,211.00	\$ -3,373,434.86	96.35 %
Other Expenditures				
9100 Building and Furnishings	97,215.12	100,000.00	2,784.88	2.78 %
9300 Machinery and Equipment	109,626.14	35,000.00	-74,626.14	-213.22 %
9500 Other Miscellaneous Expenditure		1,720.00	1,720.00	100.00 %
Total Other Expenditures	\$206,841.26	\$136,720.00	\$ -70,121.26	-51.29 %
NET OTHER REVENUE	\$ -206,841.26	\$ -136,720.00	\$70,121.26	-51.29 %
NET REVENUE	\$ -334,617.40	\$ -3,637,931.00	\$ -3,303,313.60	90.80 %

Saline County Library Board

2022 Budget Modification Form

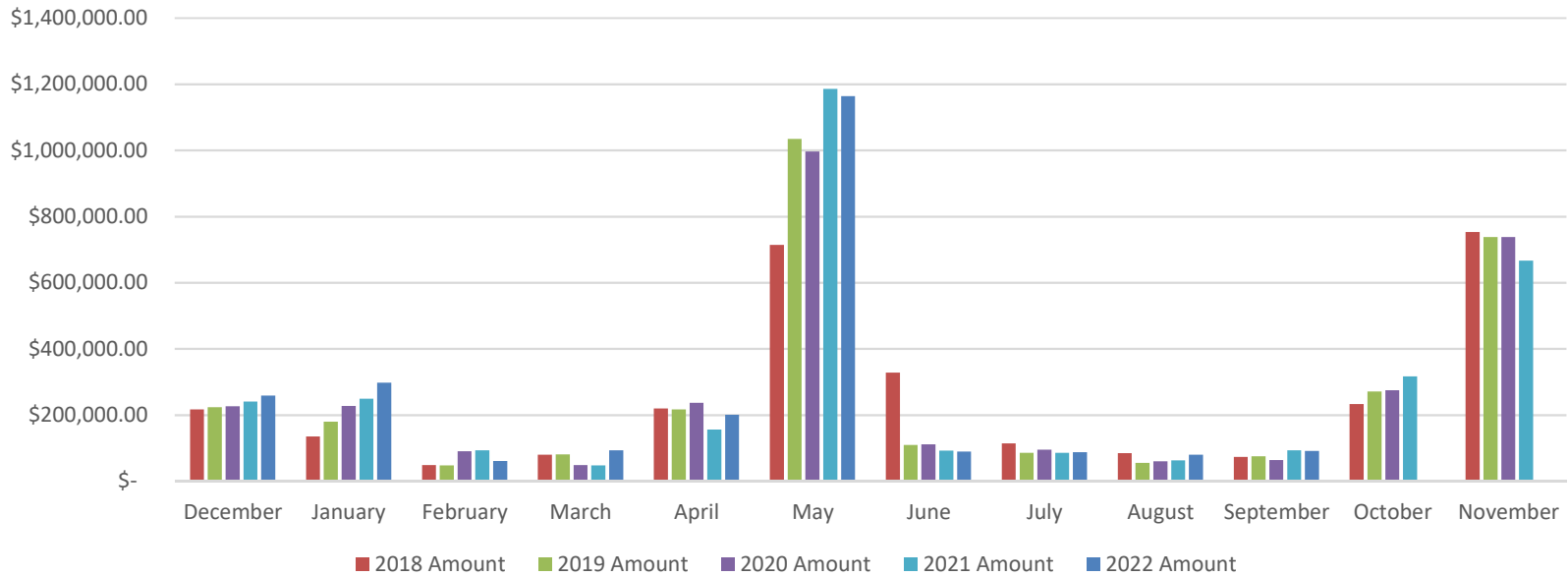
Prepared By: Brad Crumby

Date: 11.14.2022

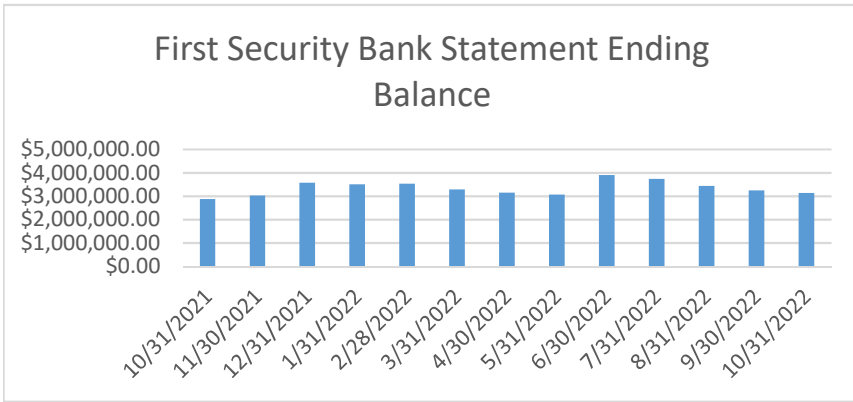
	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R	7050	Advertising	25,000.00	28,950.00	32,295.94	(3,345.94)	1,300.00	30,250.00	(2,045.94)
	4255	Advertising Income					(1,300.00)		
	7050	Advertising	25,000.00	30,250.00	32,295.94	(2,045.94)	5,500.00	35,750.00	3,454.06
	4310	Book Sale (Friends agreed to pay for magazines)					(5,500.00)		
R	9300	Machinery and Equipment	35,000.00	35,000.00	109,626.14	(74,626.14)	85,223.73	120,223.73	10,597.59
	4200	State Aid					(85,223.73)		
I N C O M E	PLA-2022	2022 PLA Grant	-	-	-	-	7,000.00	7,000.00	7,000.00
		Grant Money					(7,000.00)		
						\$ -			
B U D G E T	5200	Fuel for Personal Vehicle Use	2,000.00	2,500.00	3,002.01	(502.01)	900.00	3,400.00	397.99
	5300	Airline and Rental Car	5,000.00	5,000.00	3,980.55	1,019.45	(900.00)	4,100.00	119.45
	7300	Dues and Memberships	5,000.00	8,500.00	9,213.85	(713.85)	800.00	9,300.00	86.15
	8200	Refund	2,000.00	2,000.00	182.18	1,817.82	(800.00)	1,200.00	1,017.82
	7900	Meals and Lodging	3,000.00	3,000.00	3,078.14	(78.14)	1,000.00	4,000.00	921.86
	8200	Refund	2,000.00	1,200.00	182.18	1,017.82	(1,000.00)	200.00	17.82
	8700	Staff Development	5,000.00	6,500.00	7,231.16	(731.16)	1,000.00	7,500.00	268.84
	9500	Miscellaneous Expenditure	9,131.00	1,720.00	-	1,720.00	(1,000.00)	720.00	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	\$ 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	\$ 91,590.17	\$ (1,431.57)
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	\$ 2,424,858.30	\$ 119,408.46



First Security Bank Statement Ending Balance	
Date	Amount
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
9/30/2022	\$3,249,404.68
10/31/2022	\$3,129,819.77



Library Director Report

November 2022

PLA Digital Literacy Grant Update

We've held two classes and have six more planned for November. Two of them will take place in Hot Springs Village.

Human Resources

Heather attended the state conference for HR professionals in Hot Springs. She returned with some great ideas for the library.

Holds Lockers

Our new lockers in Benton are installed, but have connectivity problems. 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.

Chiller Replacement

The equipment arrived Thursday morning and is still being installed as I write this. It took longer than expected, but we didn't have to close to the public.

BiblioCommons Launch

Official launch was Monday, November 7. Staff have worked hard on getting recommendations and ratings lists for favorite books and movies.

Gann Museum

Leigh has been working with Lindsay Jordan to finalize the lease on the museum. We are working on a plan for staffing it and using it for programs. I anticipate keeping the part-time person who is working there now.

Submitted by,
Patty Hector
Library Director

Library Management Team Report

Library Manager

November 2022

Digital Literacy Grant

At the time of this writing, we have held four computer courses curated by the Public Library Association in conjunction with AT&T. We have received positive feedback from the courses and have four more scheduled: two at the main library in Benton and two in Hot Springs Village. Our DLG committee will meet in December to plan our offerings for January through March of next year. The grant funded portion of the program ends in March, but if we have enough interest, we could continue offering computer workshops for our community.

Transferring Materials

The Public Services department is doing an excellent job pulling items from the collection that are not circulating well to ensure our offerings are consistent with our patrons' needs. Many of the items that are pulled from the shelves are being sent to other libraries within the MidArkansas system to ensure they are still accessible and to provide new materials for those libraries. This is a great way to keep our collections fresh.

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report

Branch

November 2022

Trunk or Treat

Our yearly Trunk or Treat at Bryant was a success! We had almost 200 people in attendance for this event. The Youth Services department did a fantastic job putting this on, especially with the quick transition of having it inside because of the weather.

Notary Services

Providing notary services has been constant. There were a total of 87 notaries completed in September and 52 in October.

Bryant Book Sale

Our book sale has slowed down a little, but is still a hit among patrons. In September, \$132.59 worth of items were purchased, with \$187.59 in October.

Staff Updates

Mattie Calhoun resigned to focus on school. She has a double major and is involved in multiple extracurricular activities.

Hannah Bailey was promoted to Part-Time Library Assistant. Her fun personality has been a hit with our patrons.

Holley Monk was hired as our new Shelver. She has over 6 years of experience in customer service. She has learned her duties quickly and is very accurate. We are so glad to have her!

Julie Joiner was hired as the Youth Services Programmer: Teens for Bryant. She has over 13 years of experience as an educator, specifically special education. She has already made connections with the local schools and has great program ideas for 2023.

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report
Building Operations Department
October/November 2022

Building Operations Department

IT

IT has been fairly busy maintaining the network and addressing issues as they arose. There were no major project completions. However, I am currently working on switching our e-mail service from Microsoft Office 365 to Google Workplace, as well as switching from Papercut to LPT One for our patron print provider. I am also still working toward a complete network restructure, which I hope to have completed in the spring of 2023. 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 maintain the property at both locations and has been an excellent assistant when comes to things outside of his normal duties. We are currently having a new chiller installed and anticipate the job being complete by November 9th. Billy and I will also be running a new data line out to the book lockers at our Benton location in the next few weeks. Billy is doing an outstanding job and continues to be an asset to the department and the library.

Brittion and Tatiana continue to do an excellent job at ensuring that our buildings are clean and presentable to staff and patrons alike. While there is not anything new to report on the housekeeping front, Brittion and Tatiana do an amazing job and their efforts are made apparent on a daily basis.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Community Engagement

November 2022

Marketing

Things in Marketing have been a lot of relearning and trying new tactics to get ready for a great 2023. Francesca and I attended LMCC in Indianapolis and took away so much! Several things we are already trying to implement. We also presented a session on creating a Community Engagement Team that was received very well. Francesca has been asked to be on a nationally recognized blog for her Tik Tok efforts. We have over 200 followers- and we gained the first 100 in just three days!

Outreach

We have attended 8 outreach events in September and October, interacted with 5642 community members, and signed up 100 library cards. Youth Services has been helping us out so much and Bella has been assisting them as well. For November, they both have planned several events together.

Programming

September: 10 events; 31 in attendance; Gameshow was our only virtual program with 244 views, 16 top attendance, and 470 FB reach.

October: 9 events; 48 in attendance; Bingo was our only virtual program with 137 views, 9 top attendance and 290 in FB reach.

Not included in stats is a new series called Saline County Speaks. This airs on Facebook 2 times a month and features a 1 on 1 interview with a local influencer by Alan.

In October we hosted a pre-event to our November Nanowrimo Writing Series. This was one of our most popular adult events with 11 in attendance. Knife Sharpening also had high attendance with 13.

Submitted by,
Kari Lapp
Community Engagement Manager

Library Management Team Report

Public Services

November 2022

Statistics

In September, computers were used 874 times for 554 hours and 49 minutes, 38.08 minutes on average, 1082 questions were asked (79 digital questions, 617 general questions, 121 reference questions, 265 technology questions) and 10339 patrons visited, an average of 414 per day. In October, computers were used 697 times for 406 hours and 2 minutes, 34.953 minutes on average, 1246 questions were asked (90 digital questions, 761 general questions, 116 reference questions, 279 technology questions) and 9730 patrons visited, an average of 374 per day.

There isn't really much other to report right now in Public Services, which is definitely a good thing! We have added puzzles to our circulating collection and made board games easier for patrons to find and check out. Other than that, we're working on weeding and clearing up our collections and making things better for our patrons!

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services

November 2022

Trunk or Treat

The Saturday before Halloween, our department (along with Kari, Francesca, and Bella from CED, and Savannah from Bryant) put on a trunk or treat in Bryant. The rain meant we had to move the event inside, but it did not stop people from coming. We had 200 people trick or treat with us this year.

Programs & Outreach

In September and October, members of the youth services department saw nearly 2,600 kids at outreach visits and events. During this time, we had over 1,000 people attend storytimes, and nearly 600 at homeschool hour. Our afterschool programs have also been very well attended. We have had around 300 kids attend programs after school.

Winter Reading Bingo Challenge

Our winter reading challenge this year will be a bingo card. We have prizes for the 1st and 3rd bingos, as well as a blackout. The program runs from November 21 through January 31. We are moving to a new platform for our reading programs, and beginning with this challenge, we will be using READsquared. I am hopeful that this challenge will help prepare us to use this new platform next summer. We have sent out information to all of the local schools, and will be promoting the challenge on or social media as well.

Submitted by,
Wendy Christy
Youth Services Manager



Saline County Library Draft Budget 2023

Item #	Budget Classification	2022	2023	Notes
	Personnel Budget			
	Salaries			
	Full-time Salaries	\$1,450,000.00	\$1,450,000.00	
	Part time Salaries	\$210,000.00	\$243,304.88	includes seasonal & PIC pay
	Step increases for 35 staff who qualify	\$26,000.00	\$34,236.22	
	Total Salaries	\$1,686,000.00	\$1,727,541.10	
	Benefits			
600	Payroll Taxes	\$132,000.00	\$120,000.00	
800	Noncontributory retirement (15.32%)	\$255,000.00	\$ 260,000.00	
900	Healthcare	\$230,000.00	\$ 200,000.00	
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	\$587,000.00	
	Total Personnel Budget	\$2,310,000.00	\$2,314,541.10	
	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

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	\$4,000.00	
	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	\$4,000.00	
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	\$350,000.00	Replace carpet in Benton
9300	Machinery and Equipment	\$35,000.00	\$45,000.00	
G2019				
9500	Miscellaneous (not earmarked)	\$9,131.00	\$53,958.90	
	Total Other Services and Charges	\$1,323,131.00	\$1,707,458.90	
	Total Budget	\$3,633,131.00	\$4,022,000.00	
	Estimated Income			
	Millage*	\$3,300,000.00	\$3,375,000.00	
	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	\$32,000.00	
	Interest	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$180,000.00	\$410,000.00	
	Passports	\$7,500.00	\$21,000.00	
	Book Sales	\$10,000.00	\$14,000.00	
	Fundraising	\$2,000.00	\$3,000.00	
	Projected Revenue	\$3,638,131.00	\$4,022,000.00	

*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 (incldes Symphony, Portolio, etc)	\$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	*1999
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)	*10500
Teamviewer	\$1,050.00
Sirsi/Dynix (Symphony and Portfolio)	\$24,602.00
Total	\$107,963.00

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

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%

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**

2022 Draft Budget

Capital Outlays Breakout

9100 Building and Furniture	2023
Replace carpet	\$350,000.00
Office Chair replacements	
Total	\$350,000.00

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.)	\$1,140.00
7900 Meals & Lodging	\$3,560.00
7300 Dues & Memberships	\$276.00
8700 Staff Development	\$2,780.00
Total	\$7,756.00

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)	4	\$150.00	\$600.00		\$0.00	\$60.00	\$240.00		\$0.00		\$0.00	\$840.00
LMCC	2	\$400.00	\$800.00		\$0.00	\$400.00	\$800.00	\$180.00	\$360.00	\$300.00	\$600.00	\$2,560.00
NAEYC November 2023 Nashville	4	\$345.00	\$1,380.00	\$69.00	\$276.00	\$100.00	\$100.00	\$150.00	\$600.00	\$1,000.00	\$2,000.00	\$4,356.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			\$2,780.00		\$276.00		\$1,140.00		\$960.00		\$2,600.00	\$7,756.00

Items to be Deleted from Inventory
November 16, 2022

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
1766	3-Tiered Double-Sided Book Cart	400.00	Unknown	Unknown	Donating to another library