

**Saline County Library
Board of Trustees
Agenda**

**Date: 3/27/23 | 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 1/23/23 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. Deletions
 - b. Updated Check Signers
 - c. Reconsideration of Materials Policy Update
 - d. Recommendation for Investment of Library Funds
 - e. Recommendation for Research into East End Branch

Adjourn

Next regular board meeting May 15, 2023

Saline County Library Board Meeting Minutes

January 30, 2023

Attendees:

Caroline Miller Robinson, Board Chair
Marian Douglas, Board Member
Allison Nolley, Board Member
Laine Holleran, Board Member
Kara Conrad, Board Member

Pat Bisbee, Quorum Court Liaison
Patty Hector, Library Director
Leigh Espey, Library Manager
Heather Phipps, HR Manager

Excused:

N/A

- I. Call to Order
Miller Robinson called the meeting to order at 3:35 PM.
- II. Announcements/Public Comment
No announcements made
- III. Minutes from the 11/14/2022 board meeting
Holleran moved to change the minutes to reflect that Miller Robinson ~~closed~~ adjourned the 11/14/2022 board meeting. Conrad seconded that motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Douglas moved to accept the reports as presented. Holleran seconded the motion, which passed unanimously.
- V. Discussion Items
 - a. Friends of the Library Report
Leigh Espey announced that there will be a special fifty cent sale on items in the book store in February.
 - b. Directors Report
Patty Hector asked the board if anyone would like to serve on the board for the Gann Museum. In order to keep the 501c3 status, we need the Gann Board to stay in existence. They have three board members who have agreed to continue on the board. Both Miller Robinson and Kara Conrad agreed to serve.
 - c. Library Management Team Reports – Includes: Library Manager, Branch, Public Services, Youth Services, and Building Operations.
- VI. Unfinished Business
 - a. Regionalization Discussion
We have been in contact with State Representative Les Warren from the APERS committee and he is working on an amendment with the DFA and APERS to present to the legislature.

- VII. New Business
- a. Deletions
Douglas moved to approve the deletions as presented. Conrad seconded the motion, which passed unanimously.
 - b. Revised Budget
Holleran moved to accept the revised budget as presented. Nolley seconded the motion, which passed unanimously.
 - c. 2021 Legislative Audit Report
No action needed, just informative.
 - d. Proposed 2023 Board Meeting Dates
Board agreed to change dates for the March and November board meetings to 3/27/2023 and 11/13/2023.
 - e. Close on Saturday, December 23, 2023
Nolley moved to close on Saturday, December 23, 2023 for Christmas and changed the observation day from Tuesday, December 26th to Friday December 22nd.
- VIII. Miller Robinson adjourned the meeting at 4:13 PM.

Submitted by,

Heather Phipps
HR Manager



Saline County Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
Revenue					
4150 Tax Receipts	563,357.88		563,357.88	-563,357.88	
4310 Book Sale	4,923.70		4,923.70	-4,923.70	
4330 Copies/Printing	4,218.09		4,218.09	-4,218.09	
4350 Fines / Fees	1,036.36		1,036.36	-1,036.36	
4365 Fundraising	445.61		445.61	-445.61	
4410 Interest Income	4,498.45		4,498.45	-4,498.45	
4455 Passport Fee	9,275.00		9,275.00	-9,275.00	
4470 Replacement Card	40.00		40.00	-40.00	
Discount Income	-3.00		-3.00	3.00	
Total Revenue	\$587,792.09	\$0.00	\$587,792.09	\$ -587,792.09	0.00%
GROSS PROFIT	\$587,792.09	\$0.00	\$587,792.09	\$ -587,792.09	0.00%
Expenditures					
6560 Payroll Expenses					
0100 Wages	338,029.72	1,830,236.22	-1,492,206.50	1,492,206.50	81.53 %
0600 Taxes (Fed, AR, SUTA)	25,747.33	120,000.00	-94,252.67	94,252.67	78.54 %
0800 Retirement	50,455.78	260,000.00	-209,544.22	209,544.22	80.59 %
0900 Insurance Benefits		200,000.00	-200,000.00	200,000.00	100.00 %
0900-01 Health Insurance	37,295.90		37,295.90	-37,295.90	
0900-01-01 Retiree Health Insurance & COBRA	60.84		60.84	-60.84	
Total 0900-01 Health Insurance	37,356.74		37,356.74	-37,356.74	
0900-02 Life Insurance	126.00		126.00	-126.00	
Total 0900 Insurance Benefits	37,482.74	200,000.00	-162,517.26	162,517.26	81.26 %
1000 Worker's Compensation		6,000.00	-6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	81.00	1,000.00	-919.00	919.00	91.90 %
200 Step increases for staff who qualify		16,000.00	-16,000.00	16,000.00	100.00 %
Total 6560 Payroll Expenses	451,796.57	2,433,236.22	-1,981,439.65	1,981,439.65	81.43 %
6700 Supplies					
1600 Printing		10,000.00	-10,000.00	10,000.00	100.00 %
1700 General Supplies	4,329.17	30,000.00	-25,670.83	25,670.83	85.57 %
67-1700 General Office Supplies	429.98		429.98	-429.98	
Total 1700 General Supplies	4,759.15	30,000.00	-25,240.85	25,240.85	84.14 %
2000-1 Janitorial Supplies	1,692.79	8,000.00	-6,307.21	6,307.21	78.84 %
3300 Service Contracts	12,000.09	135,000.00	-122,999.91	122,999.91	91.11 %
Total 6700 Supplies	18,452.03	183,000.00	-164,547.97	164,547.97	89.92 %
6800-1 Professional Services					
4900 Communications		41,500.00	-41,500.00	41,500.00	100.00 %
69-4900 Telephone/Internet	8,859.67		8,859.67	-8,859.67	
Total 4900 Communications	8,859.67	41,500.00	-32,640.33	32,640.33	78.65 %

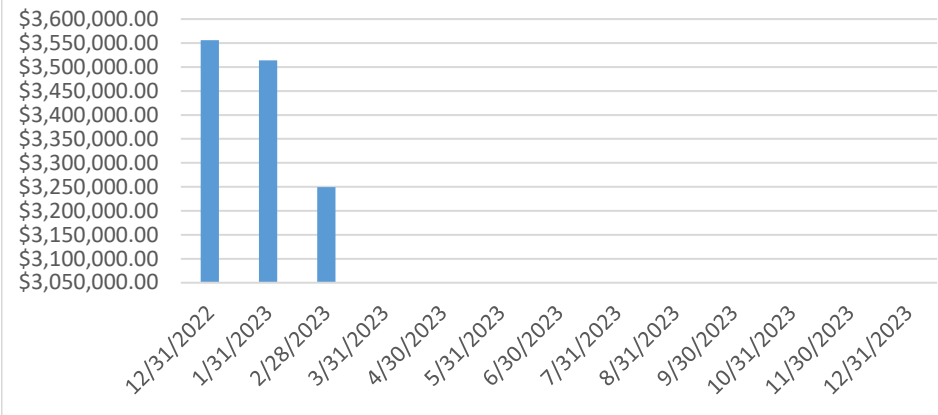
	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
5000 Postage	1,773.18	12,000.00	-10,226.82	10,226.82	85.22 %
68-4500 Engineering & Architectural		5,000.00	-5,000.00	5,000.00	100.00 %
6800 Other Professional Services	967.96	15,000.00	-14,032.04	14,032.04	93.55 %
68-4600 Credit Card Fees					
Square Fees	201.48		201.48	-201.48	
Total 68-4600 Credit Card Fees	201.48		201.48	-201.48	
Total 6800 Other Professional Services	1,169.44	15,000.00	-13,830.56	13,830.56	92.20 %
Total 6800-1 Professional Services	11,802.29	73,500.00	-61,697.71	61,697.71	83.94 %
7000 Transportation					
70-2500 Fuel for Library Vehicle Use	378.42	5,000.00	-4,621.58	4,621.58	92.43 %
70-5200 Fuel for Personal Vehicle Use	417.30	2,000.00	-1,582.70	1,582.70	79.14 %
70-5300 Airline and Rental Car		4,000.00	-4,000.00	4,000.00	100.00 %
Total 7000 Transportation	795.72	11,000.00	-10,204.28	10,204.28	92.77 %
7050 Advertising		35,000.00	-35,000.00	35,000.00	100.00 %
5500 Advertising	11,545.30		11,545.30	-11,545.30	
Total 7050 Advertising	11,545.30	35,000.00	-23,454.70	23,454.70	67.01 %
7100 Insurance					
71-5800 Fire and Extended Coverage		15,000.00	-15,000.00	15,000.00	100.00 %
71-5900 Vehicle Insurance	2,272.72	4,000.00	-1,727.28	1,727.28	43.18 %
Total 7100 Insurance	2,272.72	19,000.00	-16,727.28	16,727.28	88.04 %
72-6000 Utilities					
6100 Electricity	9,281.04	75,000.00	-65,718.96	65,718.96	87.63 %
6200 Gas	11,148.34	21,000.00	-9,851.66	9,851.66	46.91 %
6300 Water	687.35	6,500.00	-5,812.65	5,812.65	89.43 %
6400 Waste Disposal	1,164.87	8,000.00	-6,835.13	6,835.13	85.44 %
Total 72-6000 Utilities	22,281.60	110,500.00	-88,218.40	88,218.40	79.84 %
7300 Repairs and Maintenance	328.23		328.23	-328.23	
73-6500 Building and Improvements	8,796.73	35,000.00	-26,203.27	26,203.27	74.87 %
73-6600 Machinery and Equipment	4,028.04	15,000.00	-10,971.96	10,971.96	73.15 %
Total 7300 Repairs and Maintenance	13,153.00	50,000.00	-36,847.00	36,847.00	73.69 %
7400 Miscellaneous					
74-7300 Dues and Memberships	7,716.85	5,000.00	2,716.85	-2,716.85	-54.34 %
7900 Meals and Lodging		4,000.00	-4,000.00	4,000.00	100.00 %
8200 Refund	108.97	2,000.00	-1,891.03	1,891.03	94.55 %
8600 Software	9,268.39	121,000.00	-111,731.61	111,731.61	92.34 %
Total 7400 Miscellaneous	17,094.21	132,000.00	-114,905.79	114,905.79	87.05 %
8500-1 All Programming					
8500 Youth Programming	3,813.72	35,000.00	-31,186.28	31,186.28	89.10 %
8500-01 Youth Programming Supplies	340.92		340.92	-340.92	
8725 Bryant Children's Programming	125.99		125.99	-125.99	
Total 8500 Youth Programming	4,280.63	35,000.00	-30,719.37	30,719.37	87.77 %
8550 Adult Programming/UX	6,138.62	35,000.00	-28,861.38	28,861.38	82.46 %
8550-1 Adult Programming Supplies	595.68		595.68	-595.68	
Total 8550 Adult Programming/UX	6,734.30	35,000.00	-28,265.70	28,265.70	80.76 %
8570 Makerspace	2,625.50	20,000.00	-17,374.50	17,374.50	86.87 %
8570-2 Makerspace - Bryant	27.77		27.77	-27.77	
Total 8570 Makerspace	2,653.27	20,000.00	-17,346.73	17,346.73	86.73 %

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
Total 8500-1 All Programming	13,668.20	90,000.00	-76,331.80	76,331.80	84.81 %
8700 Staff Development	363.10	5,000.00	-4,636.90	4,636.90	92.74 %
8752 Fundraising Expenses		1,000.00	-1,000.00	1,000.00	100.00 %
8800 Books/Magazines/Video/Audio	96,307.85	550,000.00	-453,692.15	453,692.15	82.49 %
PLA-2022 2022 PLA Grant	3,061.32		3,061.32	-3,061.32	
Total Expenditures	\$662,593.91	\$3,693,236.22	\$ -3,030,642.31	\$3,030,642.31	82.06 %
NET OPERATING REVENUE	\$ -74,801.82	\$ -3,693,236.22	\$3,618,434.40	\$ -3,618,434.40	97.97 %
Other Expenditures					
9100 Building and Furnishings	161.86	350,000.00	-349,838.14	349,838.14	99.95 %
9300 Machinery and Equipment	3,839.71	45,000.00	-41,160.29	41,160.29	91.47 %
9500 Other Miscellaneous Expenditure	53.18	53,958.90	-53,905.72	53,905.72	99.90 %
9600 Friends Expenses	853.35		853.35	-853.35	
Total Other Expenditures	\$4,908.10	\$448,958.90	\$ -444,050.80	\$444,050.80	98.91 %
NET OTHER REVENUE	\$ -4,908.10	\$ -448,958.90	\$444,050.80	\$ -444,050.80	98.91 %
NET REVENUE	\$ -79,709.92	\$ -4,142,195.12	\$4,062,485.20	\$ -4,062,485.20	98.08 %

First Security Bank Statement Ending Balance

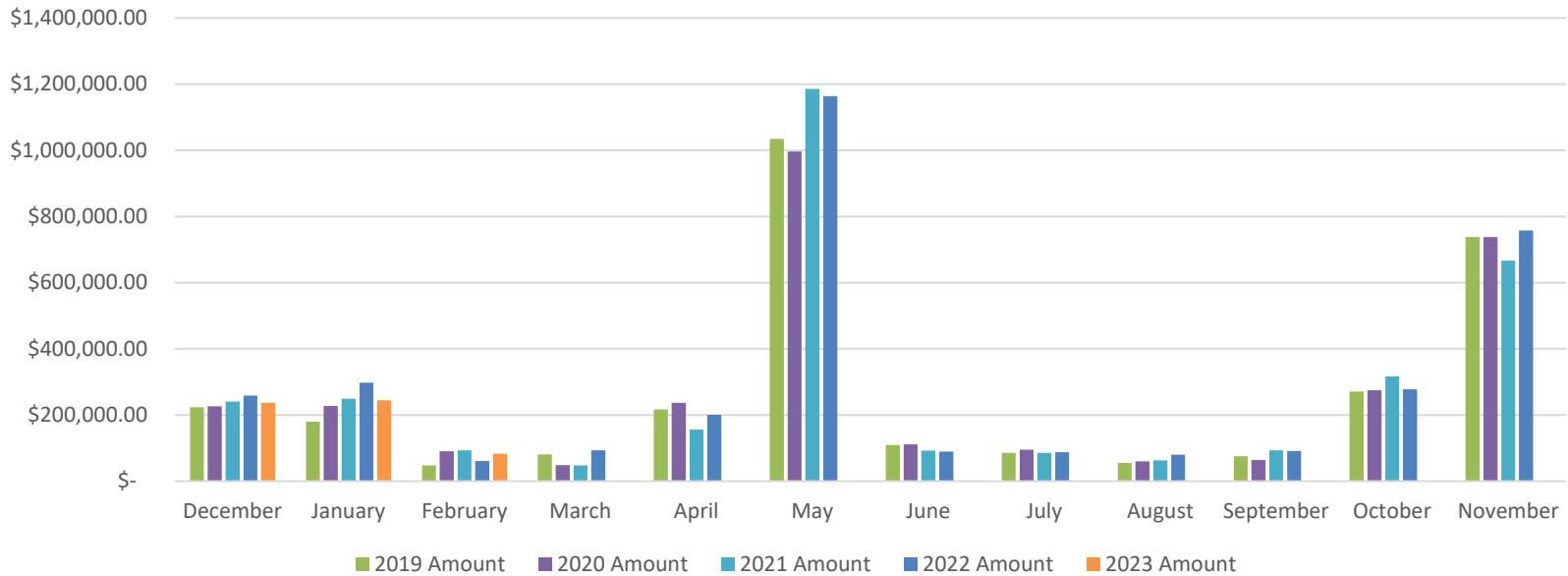
Date	Amount
12/31/2022	\$3,555,744.27
1/31/2023	\$3,513,569.94
2/28/2023	\$3,249,714.56
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	
7/31/2023	
8/31/2023	
9/30/2023	
10/31/2023	
11/30/2023	
12/31/2023	

First Security Bank Statement Ending Balance



TAX RECEIPTS

Date County Received	2019 Amount	2020 Amount	2021 Amount	2022 Amount	2023 Amount	Difference from previous year
December	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 236,663.60	\$ (22,391.00)
January	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25	\$ 297,724.41	\$ 244,107.88	\$ (53,616.53)
February	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 60,717.21	\$ 82,586.40	\$ 21,869.19
March	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ 93,532.72		\$ (93,532.72)
April	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ 201,091.45		\$ (201,091.45)
May	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48	\$ 1,164,224.26		\$ (1,164,224.26)
June	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29		\$ (89,291.29)
July	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59	\$ 87,308.16		\$ (87,308.16)
August	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14	\$ 80,324.03		\$ (80,324.03)
September	\$ 75,295.84	\$ 63,533.38	\$ 93,021.74	\$ 91,590.17		\$ (91,590.17)
October	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67	\$ 277,262.72		\$ (277,262.72)
November	\$ 738,120.29	\$ 737,493.81	\$ 666,438.79	\$ 757,940.44		\$ (757,940.44)
	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 3,460,061.46	\$ 563,357.88	\$ (2,896,703.58)



Library Director Report

March 2023

SB81 Update

The law still has to go back to the Senate for the amendments to be approved, but it's a given that they will vote for it. I've made changes to the Reconsideration of Materials Policy to bring us into compliance with the law. The law will not take effect for three months so there is time to consider our changes.

SB360 Update: TO PROVIDE A SALES TAX EXEMPTION FOR TEXTBOOKS, LIBRARY BOOKS, AND OTHER INSTRUCTIONAL MATERIALS PURCHASED BY LIBRARIES.

AAAL (Advocates for All Arkansas Libraries) has been working to get a bill into this session to exempt public libraries from paying sales tax on books. School libraries have been exempt for a number of years. It has been filed and is being evaluated by the legislative research bureau. Kudos to Adam Webb for his work on this important issue. If passed, it will save us a significant amount of money.

Amazon Account

Arielle, Heather, Leigh, and I met with a rep from Amazon and figured out how to fix our billing so that we don't have to use credit cards to make purchases from Amazon. The county staff and Lauren Miller from FSB were very helpful in getting this done.

Remodel

Library Interiors of Texas reps will be here on Wednesday the 29th to go over the plans for painting and carpet replacement. We do not have an updated quote at this time.

Network Rebuild

We are finally able to rebuild our network. We have E-rate funds that paid for 60% of most of the equipment and have scheduled the project for the second week of April. Since nothing will work without the Internet or network (no circ, no computer lab, no wifi), we will close to the public and have staff training and clean-up of the library. We will also be doing some light construction in the IT office.

Submitted by,
Patty Hector
Library Director

Library Management Team Report

Library Manager

March 2023

Passports

Our passport services are booming. January through March 22nd we have executed 229 new passport applications and assisted with numerous renewal applications. We printed 298 passport photos. Due to staffing changes, we have fewer agents on staff in Benton; however, Danyelle Childers, Public Services Library Assistant, recently became certified and has begun helping.

We will have our annual passport acceptance facility inspection at 3:00 PM on Tuesday, March 28th. During these inspections, the representative from the Facility Oversight division of the Bureau of Consular Affairs will check to make sure our record keeping practices are accurate, observe any applications scheduled during that time, and ensure that our certification is up-to-date.

Gann Museum

I'm in the process of facilitating a final meeting of the current Gann Museum board so that they can appointment the new board that includes Caroline Miller Robinson and Kara Conrad of the library board and Alissa Turner, Brett Chumley, and Bill Eldridge from the current Gann Museum board.

ADLC

I will be serving my third term on the selection committee for the Arkansas Digital Library Consortium. The term runs from April 2023 through March 2024.

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report
Building Operations Department
February/March 2023

Building Operations Department

IT

Our primary focus has been getting ready for a network rebuild that will take place the second week of April, on top of maintaining our network and all associated equipment. Geoff has worked very hard to correct existing issues, as well as issues that arise on a daily basis. We implemented Cloud Nine from Envisionware, which replaces our need for the PC Reservation software suite and server. I have also implemented a new ticketing system that will help with accountability and communication when it comes to staff submitting request for IT or Maintenance support.

Maintenance/Housekeeping

Billy has been doing an excellent job maintaining the properties, including the Gann Museum. There have been no major projects for the Maintenance department, so Billy has had a chance to start preparing the buildings for the warmer weather. He continues to keep things going, while keeping in mind future projects (such as converting the interior lights to LED, re-keying the locks at Bryant and unifying our key-logging system).

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

Branch

March 2023

Bryant Statistics

Providing passport services is extremely popular. In Bryant, we completed 91 new and renewals. In February, we completed 70 new and renewal passports.

There were 77 notaries in January and 58 notaries completed in February.

In January, 4,172 patrons came into the building. In February, 3,931 patrons came into the building.

Seed Library

The Seed Library is more popular than ever! January and February had the highest number of seeds requested since this program started. In January, 114 new members joined, there were 284 total seed requests, and 1,420 seed packs were dispensed. In February, there were 71 new members, 282 total requests, and 1,410 packs were given to patrons. Be on the lookout for the upcoming plant swap and programs.

Bryant Used Book Sale

In January, \$175.50 worth of items were purchased, while in February, \$405.40 worth of items were purchased.

Rachel and Anna ran our 50 cents Friends of the Library Book Sale event in February. 538 items were sold and we made \$269.00. They did a fantastic job!

Staff Updates

Sabina Timilsina was promoted to full-time Library Assistant in Benton. We hated to see her leave the branch, but so excited for this growth in her career.

Holley Monk was promoted to part-time Library Assistant. She has shown her dedication and hard work while in the Shelver position.

Austin Armstrong is our new Shelver. He's such a fast learner and detail oriented. We are excited to have him.

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report

Community Engagement Department

March 2023

Marketing

We implemented a new monthly e-newsletter template in February. We also noticed a jump in adult program participation and patrons noted they saw the events from the email newsletter. In February, the e-newsletter had 4,733 emails read and 260 link clicks. In March, the e-newsletter had 5,283 emails read and 264 link clicks.

Facebook

Gained Followers- 82
Reach- 168,912
Comments- 609
Reactions- 1,869
Shares- 627
Posts- 202
Clicks- 776

Instagram

Gained Followers- 11
Number of post- 73
Number of Likes - 325
Comments- 3
Reach- 8,339

TikTok

Gained Followers- 125
Number of post- 10
Reactions- 512
Views- 9,131
Comments- 7
Shares- 15
Profile Views – 214

Programming

Several of our programs are having regular attendees. Tai Chi has been very successful and will start happening every week in April. Susie has taken over the Monday Afternoon Book Club and that now meets at the library instead of the Benton Chamber. Adult Art Studio started in January and has had steady attendance and full registration. Our first Pokemon event was well attended with 30 patrons and True Crime Trivia had a full room with 22 attendees. Our Summer Reading Programs are now on the calendar and we have some great plans! Tech Connect for the Digital Learning grant ended in March. The class gained traction in February and March so we will use the Book A Librarian form to book One-on-one classes and we will have one class a month starting in April.

Programs- 30
Attendance- 249
Kits Made/Taken- 160/160

Outreach

Our outreach attendance requests have really taken off with seven as of the last three months and we are scheduled for six outreach events in April and three outreach events and three of our own events in May. This doesn't include regular visits monthly. It's shaping up to be a busy season coming up. Tech Connect hit a real good streak in the Village with 37 in attendance across three classes. We will follow up with another three-part series. Benton's straw bale garden will be up and running again in April. Park gardens and Nature Play Space (NPS) garden are in the works for new plants and we are looking into updating the landscaping in front of the building as well. The bookmobile is in East End again and we are seeing great interaction with an average of 16 people each visit. We feature a puppet show and a fun project or game day before the bookmobile gets there. We are looking into a permanent storywalk feature at the park in East end as well and reaching the Alexander area with a new storywalk installment.

Visits/Programs- 17

Attendance- 217

Events- 1 (2 more coming up in March)

Event Interactions- 237

Card Sign-ups- 25

Submitted by,

Kari Lapp

Community Engagement Manager

Library Management Team Report

Gann Museum

March 2023

Progress Report

In the past 3 months, we have photographed over 200 artifacts and scanned over 800 photographs. All of our digital assets are available online, at https://midarls.ent.sirsi.net/client/en_US/salinecountylibrary/. Try searching for “alcoa” or “politics” or “Benton Courier” to see what we have so far.

Party Time

This year marks the 130th anniversary of the Gann building, so we are excitedly working with CED Manager Kari Lapp and her team to plan a “Welcome Home” celebration. We have secured permission to use White Furniture’s fenced garden next door, and hope to make it an event to remember.

Submitted by,
Julie Syler
Systems Administrator

Library Management Team Report

Public Services

March 2023

Statistics

In January, computers were used 823 times for 536 hours and 54 minutes, 39.142 minutes on average, 1,257 questions were asked (80 digital questions, 634 general questions, 156 reference questions, 243 technology questions) and 10,341 patrons visited, an average of 450 per day. In February, we lost access to our server holding our statistics for computer usage, but estimates based on usage in January and patrons in the building would lead us to believe that computers were used slightly more, 1,172 questions were asked (88 digital questions, 581 general questions, 125 reference questions, 272 technology questions) and 10,962 patrons visited, an average of 498 per day.

Staffing Changes

In February, Brittany Carter and Grant McKee left the library. Part-timer Danyelle Childers and part-timer Sabina Timilsina from Bryant were promoted to fill their full time roles, and Erin Ingold was hired to fill Danyelle's part-time role. Warren Taylor was also hired as a shelver. We are very excited to get our new team working together!

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services

March 2023

Winter Reading Bingo

113 people completed the Winter Reading program. This is the highest participation we have ever had. 178 people picked up at least 1 prize. Over 700 people picked up a bingo card. We are thinking of ways to encourage the people who pick up cards to complete the program next year.

Programming & Makerspace

Our storytimes continue to be our most popular programs with 998 attendees in Benton and 258 in Bryant since the beginning of the year. Our afterschool programs are gaining momentum. These programs are divided into 3 groups based on grade. In total, we have had 411 kids in Benton and 213 in Bryant from 1st – 12th grade. The makerspaces have also been very busy so far this year. The Benton makerspace is open 1 full day and 2 half days each week each week. It is also open for 3 hours one Saturday a month. So far this year, 646 of people have come in. The Bryant makerspace is open 2 half days each week and they've had 201 patrons come in to create.

Summer Reading

We are almost finished with our plans for summer reading. This will be the first full summer reading program we've had since covid, and we're really excited. Most of the prizes are ordered, and we are getting information ready to go to the schools. It's going to be a great summer!

Submitted by,
Wendy Christy
Youth Services Manager

RE: Resolution for First Security Check Signers

At the Saline County Library Board of Trustees meeting on March 27, 2023, the Board of Trustees approved check signing privileges for the following staff:

Patty Hector, Director

Leigh Espey, Library Manager

Heather Phipps, HR Manager

Arielle Wilson, Financial Coordinator

Please make the change that is highlighted.

Signed,

Caroline Miller Robinson Chair,
Library Board of Directors

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. A person affected by library material or an employee of the library may challenge the appropriateness of material available in the library. Before a person can file a challenge, they shall request a meeting with the library director.
2. After the meeting, if a ~~patron~~ person still objects to materials held by the Library, they may submit a complete Citizen's Request for Reconsideration of Library Materials Form with full name and address. Anonymous forms will not be accepted.
3. 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.~~ select a committee of library personnel. The committee shall determine if the materials being challenged meets the criteria of selection. Material being challenged shall not be withdrawn solely for the viewpoints expressed within the materials and shall be reviewed in its entirety and shall not have selected portions taken out of context.
4. The material being challenged shall remain available throughout the challenge process.
5. The committee shall allow the person to present their request to the committee and then meet to discuss the material being challenged. They shall vote to determine whether the material shall be removed from the library's collection.
6. A member of the committee who votes with the majority shall write a summary of the reasons for the majority's decision. Notice of the decision shall be given by hand or certified mail to the challenger.

Recommendation for Change in Investment Strategy

The library has been investing its reserves since before my tenure in “pledges” at the bank. The return on this type of investment is very low. Since the interest rate has been low for a number of years, it didn’t matter. Now though, interest rates are much higher.

Public money has to be invested in very safe investment vehicles. I researched how other libraries (and counties) invest their money and found that laddered Treasury Bills and Certificates of Deposit are the norm. Laddering refers to staggering the purchase of the bills or CDs so that they don’t all mature at the same time and some are available when others aren’t. Laddering is usually in three months intervals.

Our reserves have two functions: to provide money for this year’s expenses while we collect monthly millage checks for the year and for large expenses not budgeted (e.g. equipment failure mid-year). We have been letting our reserves grow because of our remodel project. We were never going to be able to replace the carpet in Benton with our furniture budget.

I would recommend we invest at least one million of our reserves in laddered CDs and T bills which ever pays the most.



Post Office Drawer 80579
Baton Rouge, Louisiana 70898-0579
(225) 924-8015 • 1-800-421-6182 • FAX (225) 952-0879

Pledge Notification

**FNBB-ARKANSAS REGION
325 W CAPITOL AVE.
SUITE 300
LITTLE ROCK, AR 72201**

For the account of:

**SALINE COUNTY LIBRARY P1027
ATTN: EMILY SPROLES
1800 SMITHERS DRIVE
BENTON, AR 72015**

Receipt: 252038374
Customer: 15384290
Effective: 02/15/2023

Pledged Security Release Notification

The following security's pledge status has been released by:

FIRST SECURITY BANK - BORROWED
CASH MANAGEMENT
P.O. BOX 1009
SEARCY, AR 72145
UNITED STATES

LAKE CNTY FL SCH BRD SER B
AFC

CUSIP: 50825JLW4
Maturity Date: 06/01/2031
Rate: 5.0000000
Issue Date: 02/19/2015
Currency: USD
Face Amount: 150,000.00000
Par Amount: 150,000.00000



Post Office Drawer 80579
Baton Rouge, Louisiana 70898-0579
(225) 924-8015 • 1-800-421-6182 • FAX (225) 952-0879

Pledge Notification

**FNBB-ARKANSAS REGION
325 W CAPITOL AVE.
SUITE 300
LITTLE ROCK, AR 72201**

For the account of:

**SALINE COUNTY LIBRARY P1027
ATTN: EMILY SPROLES
1800 SMITHERS DRIVE
BENTON, AR 72015**

Receipt: 252038493
Customer: 15384290
Effective: 02/15/2023

Pledged Security Release Notification

The following security's pledge status has been released by:

FIRST SECURITY BANK - BORROWED
CASH MANAGEMENT
P.O. BOX 1009
SEARCY, AR 72145
UNITED STATES

ONONDAGA CNTY NY RESOURCE REC
AGY SER A LFC

CUSIP: 682756BE0
Maturity Date: 05/01/2027
Rate: 5.0000000
Issue Date: 04/30/2015
Currency: USD
Face Amount: 60,000.00000
Par Amount: 60,000.00000



Post Office Drawer 80579
Baton Rouge, Louisiana 70898-0579
(225) 924-8015 • 1-800-421-6182 • FAX (225) 952-0879

Pledge Notification

**FNBB-ARKANSAS REGION
325 W CAPITOL AVE.
SUITE 300
LITTLE ROCK, AR 72201**

For the account of:

**SALINE COUNTY LIBRARY P1027
ATTN: EMILY SPROLES
1800 SMITHERS DRIVE
BENTON, AR 72015**

Receipt: 252038953
Customer: 15384290
Effective: 02/15/2023

Pledged Security Release Notification

The following security's pledge status has been released by:

FIRST SECURITY BANK - BORROWED
CASH MANAGEMENT
P.O. BOX 1009
SEARCY, AR 72145
UNITED STATES

PENNSYLVANIA ST TURNPIKE COMM
LFC

CUSIP: 709224EY1
Maturity Date: 12/01/2034
Rate: 5.0000000
Issue Date: 11/26/2014
Currency: USD
Face Amount: 215,000.00000
Par Amount: 215,000.00000



Post Office Drawer 80579
Baton Rouge, Louisiana 70898-0579
(225) 924-8015 • 1-800-421-6182 • FAX (225) 952-0879

Pledge Notification

**FNBB-ARKANSAS REGION
325 W CAPITOL AVE.
SUITE 300
LITTLE ROCK, AR 72201**

For the account of:

**SALINE COUNTY LIBRARY P1027
ATTN: EMILY SPROLES
1800 SMITHERS DRIVE
BENTON, AR 72015**

Receipt: 252035442
Customer: 15384290
Effective: 02/15/2023

New Pledged Security Notification

The following securities have been pledged by:

FIRST SECURITY BANK - BORROWED
CASH MANAGEMENT
P.O. BOX 1009
SEARCY, AR 72145
UNITED STATES

DIST OF COLUMBIA TAX INCR REV
GALLERY PLACE PROJ
SHORT 1ST CPN

CUSIP: 254840DP3
Maturity Date: 06/01/2025
Rate: 5.0000000
Issue Date: 06/21/2012
Currency: USD
Face Amount: 425,000.00000
Par Amount: 425,000.00000

Custodian: FNBB-ARKANSAS REGION
 FIRST SECURITY BANK - BORROWED
 15384290

Custody Pledge Statement

InTrader (cuspldgrpt)
 02/28/2023

Pledge ID Location	Cusip Ticket	Security Description Rate	Maturity Settle Dt	Next Int Dt Pledge Dt Price Dt	Current Face Original Face Market Value
P1027 BNY	04109FBG2 252038407	AR ST DFA HOSP REV 5.0000000	02/01/2033 05/14/2015	08/01/2023 06/01/2022 02/22/2023	25,000.00 25,000.00 25,405.25
P1027 BNY	088365FLO 252036000	BEXAR CNTY TX HOSP 4.0000000	02/15/2033 07/06/2017	08/15/2023 07/06/2017 02/22/2023	45,000.00 45,000.00 46,090.35
P1027 BNY	094717BK0 252038714	BLOOMINGTON IN REDEV 5.0000000	02/01/2034 10/21/2015	08/01/2023 02/09/2016 02/22/2023	30,000.00 30,000.00 30,897.90
P1027 BNY	109297CC3 242009598	BRIGHTON-REF-COPS 3.0000000	12/01/2035 09/25/2020	06/01/2023 06/30/2021 02/22/2023	500,000.00 500,000.00 468,880.00
P1027 BNY	11502RBC3 242009600	BROWARD CNTY FL HALF- 4.0000000	10/01/2038 09/25/2020	04/01/2023 08/02/2021 02/22/2023	50,000.00 50,000.00 49,927.00
P1027 BNY	207758RX3 252036148	CONN ST SPL TAX OBLIG 5.0000000	10/01/2033 10/24/2014	04/01/2023 06/13/2018 02/22/2023	300,000.00 300,000.00 302,691.00
P1027 BNY	23225PAK1 252038620	CUYAHOGA CNTY OH 5.0000000	12/01/2026 09/11/2015	06/01/2023 07/21/2022 02/22/2023	200,000.00 200,000.00 203,262.00
P1027 BNY	246579ER3 252027006	DELAWARE VALLEY PA 5.5000000	08/01/2028 04/30/2012	08/01/2023 10/29/2021 02/22/2023	35,000.00 35,000.00 39,167.45
P1027 BNY	25483VWV2 242009809	DIST OF COLUMBIA REVE 5.0000000	12/01/2033 10/22/2020	06/01/2023 06/13/2022 02/22/2023	1,000,000.00 1,000,000.00 1,129,030.00
P1027 BNY	254840DP3 252035442	DIST OF COLUMBIA TAX 5.0000000	06/01/2025 10/05/2012	06/01/2023 02/15/2023 02/22/2023	425,000.00 425,000.00 425,531.25
P1027 BNY	46256QLG9 242012154	IOWA ST-A-REF 2.0000000	09/01/2037 08/20/2021	03/01/2023 09/02/2021 02/22/2023	395,000.00 395,000.00 286,489.55
P1027 BNY	483270HR8 244000589	KALAMAZOO MICH PUB 4.0000000	05/01/2035 10/23/2018	05/01/2023 03/09/2020 02/22/2023	25,000.00 25,000.00 25,771.00
P1027 BNY	59333MM93 252038450	MIAMI-DADE CNTY FL SCH 5.0000000	11/01/2027 05/26/2015	05/01/2023 04/19/2016 02/22/2023	55,000.00 55,000.00 56,686.85



Custodian: FNBB-ARKANSAS REGION
 FIRST SECURITY BANK - BORROWED
 15384290

Custody Pledge Statement

InTrader (cuspldgrpt)
 02/28/2023

Pledge ID Location	Cusip Ticket	Security Description Rate	Maturity Settle Dt	Next Int Dt Pledge Dt Price Dt	Current Face Original Face Market Value
P1027 BNY	60534T2J3 252039207	MS ST DEV BK SPL OBLIG 5.0000000	03/01/2028 05/19/2016	03/01/2023 04/17/2018 02/22/2023	200,000.00 200,000.00 210,434.00
P1027 BNY	606092GX6 252038451	MISSOURI ST JT MUNI 5.0000000	01/01/2030 05/26/2015	07/01/2023 03/02/2021 02/22/2023	25,000.00 25,000.00 25,557.25
P1027 BNY	64613ABC5 242008281	NEW JERSEY ST HSG & 3.8000000	10/01/2032 04/22/2020	04/01/2023 12/02/2022 02/22/2023	450,000.00 450,000.00 429,750.00
P1027 BNY	70869PLR6 242006702	PENNSYLVANIA 4.0000000	03/15/2035 04/30/2019	03/15/2023 06/24/2022 02/22/2023	45,000.00 45,000.00 45,178.20
P1027 BNY	8827234W6 242008284	TEXAS TRANSPRTN COMM- 5.0000000	04/01/2038 04/22/2020	04/01/2023 08/13/2021 02/22/2023	200,000.00 200,000.00 208,358.00
P1027 BNY	928836LS2 252039645	VOLUSIA CNTY FL EDU 5.0000000	06/01/2032 10/24/2016	06/01/2023 06/14/2019 02/22/2023	300,000.00 300,000.00 310,008.00
P1027 BNY	93978PML8 252035445	WASHINGTON ST HSG FIN 3.5000000	07/01/2030 12/11/2012	07/01/2023 02/19/2015 02/22/2023	75,000.00 75,000.00 75,609.00
TOTAL PLEDGED TO P1027 SALINE COUNTY LIBRARY P1027					4,380,000.00 4,380,000.00 4,394,724.05



Research on Potential Branch in East End

From the 2010 census to the 2020 census, Saline County has experienced population growth of 15.2%. East End is a large part of that growth.

The Board and Staff have been talking about expanding library services in the East End area for several years now. Of all the areas in the county except for Paron, East End is the most isolated from Benton. Residents are more oriented towards Little Rock than Benton. When CALS dropped out of the Gateway Card program and started charging \$65 for an out of area card, many people in the area lost their library services.

Wanting to help the situation, we worked with the Mid-Ark Regional Library System to provide bookmobile services starting in 2019. In 2021, we put holds lockers in the community to deliver materials to them.

Hope Valley (hopevalleylife.com) is a new development in East End with spaces available for lease behind the East End Middle School at 24005 Arch Street. Karen King, listing agent for the development, provided information on the development and new projects in the area. (see the following pages)

The commercial buildings have new spaces available at 1,500 square feet, ready to lease around July 2023, that cost \$1,625 per month with a common area maintenance fee of \$50 per month. There is potential to combine two spaces totaling 3,000 square feet for \$3,250 per month. Already in the development are Larry's Pizza, Cravings Coffee Bar and Bistro, Refresh and Glow, East End Flowers and Gifts, Pinnacle Gymnastics and Living Stones Church.

Hope Valley is building 450 residential units in the area and Rausch Coleman, another developer, is currently building 700 houses with plans to expand to at least 1,500 in the next year, meaning there will be around 2,000 new homes and families in the area very soon.

East End Middle School is approximately 0.3 miles or a 6-minute walk from the commercial space location, and East End Elementary and East End Intermediate are less than 2 miles away. Though the exact date is not known, there is a new high school building that will be added to the area as well, likely within the next 3 years.

We have been building up our financial reserves for the final remodel stage of the Benton facility and for expanding services. The budget projections show we could expand our services in the area by leasing space. If the growth continues, we may have to go to the voters sometime in the future for funding to build a branch.

Staff envision a branch that has a collection of current popular books, children's books, computers and wifi, and space for programming and study rooms.

I would like board approval to move forward with more research to get firm numbers on cost estimates.

Preliminary estimates:

Computer Equipment: \$5,000

Wifi: \$336 per year (will qualify for e-rate)

Full-time Branch Manager: \$48,000

Part-time Library Assistant: \$22,000

Furniture: \$12,000

Shelving: \$25,000 (LIT will give me a real quote)

Material Collection: \$10,000 per year

Build out of space could be rolled into monthly rent. No estimate yet.

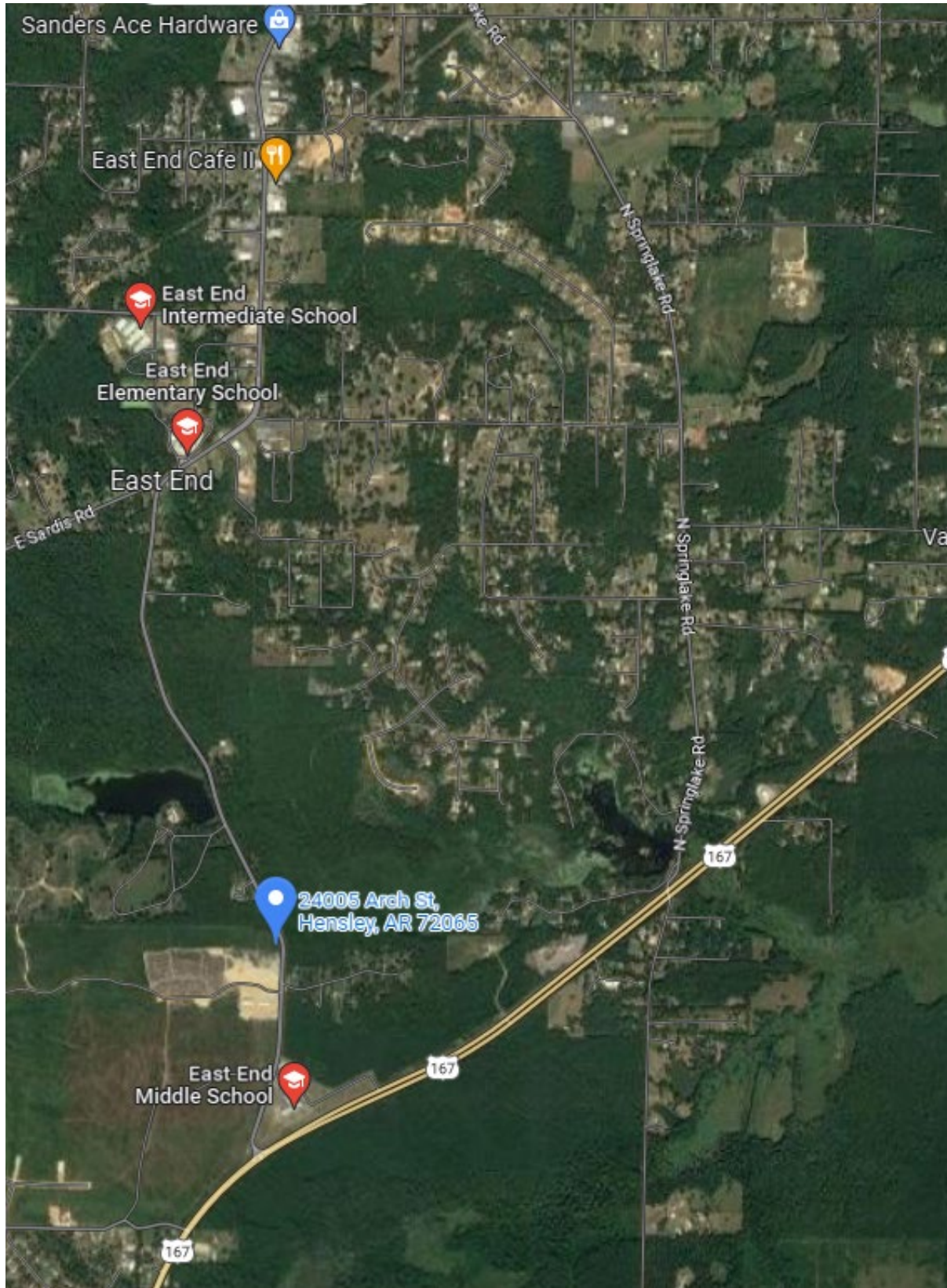
Rent: \$3,250

Utilities: no estimate

One-time costs: \$42,000

Recurring costs: \$119,000

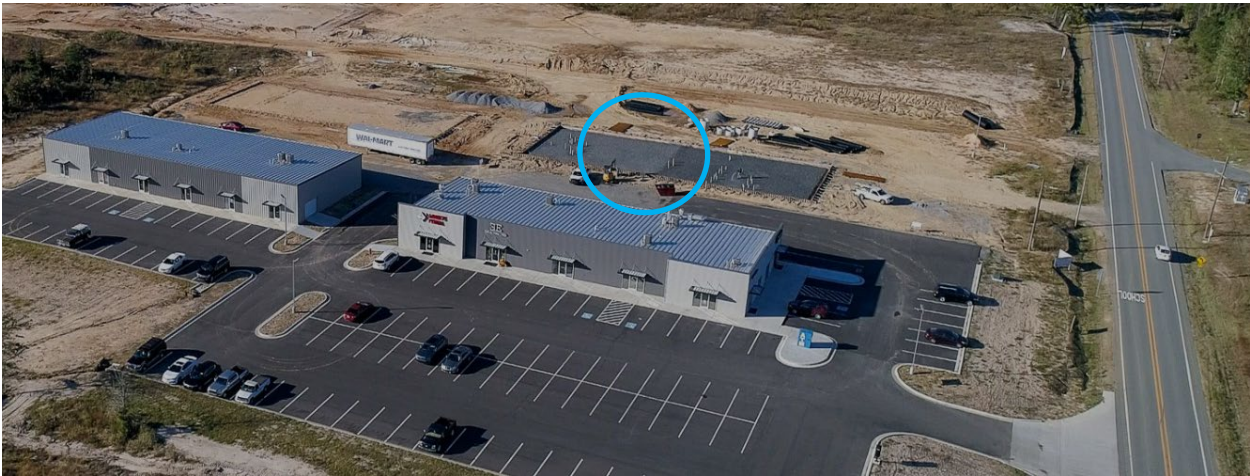
This map shows the proposed location with a blue pin, the three schools in the area, and Ace Hardware, where our lockers are currently located, plus Highway 67/167.



This is a photo showing Hope Valley's development area where they will be building their 450 houses. The proposed location is marked with the blue arrow.



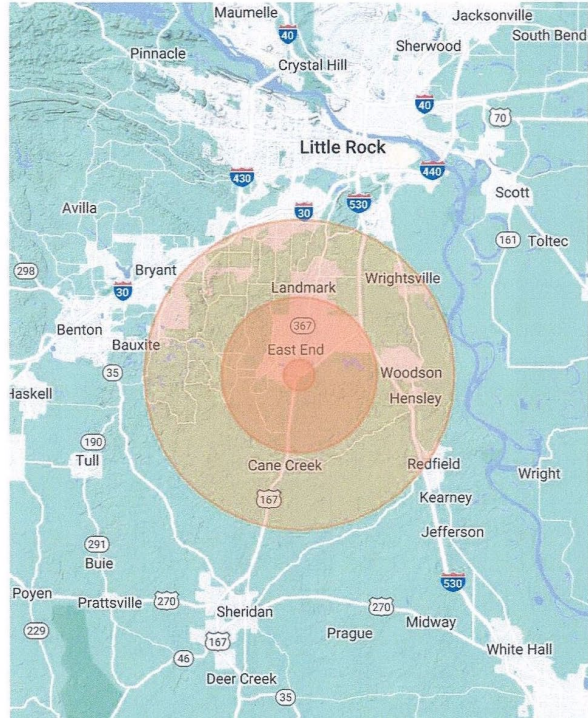
This photo shows the proposed location inside the blue circle.



This image shows the population statistics of the area as provided by Hope Valley.

POPULATION	1 MILE	5 MILES	10 MILES
TOTAL POPULATION	587	12,665	67,513
AVERAGE AGE	38.2	38.4	34.3
AVERAGE AGE [MALE]	36.7	36.8	33.3
AVERAGE AGE [FEMALE]	39.3	39.8	35.1
HOUSEHOLDS & INCOME	1 MILE	5 MILES	10 MILES
TOTAL HOUSEHOLDS	216	4,727	24,108
# OF PERSONS PER HH	2.7	2.7	2.8
AVERAGE HH INCOME	\$60,314	\$57,912	\$51,701
AVERAGE HOUSE VALUE	\$93,733	\$95,172	\$112,118

* Demographic data derived from 2020 ACS - US Census



3047 SQ FT

