

**Saline County Library  
Board of Trustees  
Agenda**

**Date: 7/17/23 | 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 5/22/23; 6/26/23; and 7/6/23 board meetings
4. Financial Reports
  - a. Income and Expense Reports
  - b. Budget Modification Report
5. Discussion Items
  - a. Friends of the Library Report
  - b. Director's Report
  - c. Library Management Team Reports
6. Unfinished Business
  - a. None
7. New Business
  - a. Evaluate and Choose Legal Firm Based on RFQs Submitted
  - b. Approval of RFQ to Retain Audit Firm
  - c. Decide whether funds received by the library by gift, bequest, devise, or donation or from fees or fines may remain in the custody of the county library board or be deposited with the county treasurer for the county public library fund
  - d. East End Branch Furniture and Shelving Final Quotes
  - e. Proposal for Upgrade of Building Security Equipment (Access Control)

Adjourn

Next regular board meeting September 18, 2023

# Saline County Library Board Meeting Minutes

May 22, 2023

## Attendees:

Caroline Miller Robinson, Board Chair	Margaret Regnier, Friends of the Library Board Member
Marian Douglas, Board Member	Patty Hector, Library Director
Allison Nolley, Board Member	Leigh Espey, Library Manager
Laine Holleran, Board Member	Heather Phipps, Human Resources Manager
Kara Conrad, Board Member	Arielle Wilson, Financial Coordinator
Matt Brumley, County Judge	

## Excused:

### I. Call to Order

Miller Robinson called the meeting to order at 3:32 PM.

### II. Announcements/Public Comment

*Public Comments were made by the following individuals:*

*Bob Vidt*

*Jerry Davidson*

*Jordan Reynolds*

*Lydia Cheatham*

*Amanda Ewald*

*Brad Ewald*

*Dwain Tennant*

*Jordan Sandlin*

*Ann Garner*

*Rebecca Kidder*

### III. Minutes from the 4/11/2023 board meeting

Douglas moved to accept the minutes as presented. Holleran seconded the motion, which passed unanimously.

### IV. Financial Reports

#### a. Income and Expense Reports

Douglas moved to accept the income and expense reports as presented. Holleran seconded the motion, which passed unanimously.

#### b. Budget Modification Report

Nolley moved to accept the Budget Modification Report as presented. Conrad seconded the motion, which passed unanimously.

V. Discussion Items

a. Friends of the Library Report

Friends of the Library Board Member Margaret Regnier spoke about the incredible, dedicated, and committed volunteers that the Friends of the Library has. They had a volunteer appreciation day for their volunteers in April. The book sale room continues to have a steady income for the library, and we continue to receive donations, but we are in need of hardback adult fiction. The Friends recently purchased and donated a sun shade for the Nature Play Space and plan on purchasing another one soon.

b. Director's Report

*Patty Hector announced that the network build we closed for was successful, but we did come across a few problems and we are still cleaning things up.*

c. Library Management Teams Reports – Includes: Library Manager, Branch, Building Operations, Community Engagement, East End, Public Services, and Youth Services.

VI. Unfinished Business

a. None

VII. New Business

a. Judge Brumley requests to learn more regarding the Board's perspective on the current state of affairs and the future of the Saline County Library

*During the discussion Judge Brumley spoke about his high degree of concern over library leadership, and the library's lack of response to the quorum court resolution. Judge Brumley also spoke about Ordinance 78-1 from 1978 that states that the Library Board will need to submit quarterly finance reports to the County Judge. Judge Brumley requested that the library send the quarterly reports by Wednesday, May 31<sup>st</sup>. It was also mentioned that according to the Ordinance 78-1 the Library Board bylaws are out of compliance because it states the board can have up to 7 board members when the Ordinance states the board can only have 5 and that all Library Board members should have a property bond.*

b. Deletions

Holleran moved to accept the deletions as presented. Conrad seconded the motion, which passed unanimously.

c. Change Capitalization Threshold per Legislative Auditor

Douglas moved to set the capitalization threshold to \$500.00 as recommended by the legislative auditor. Holleran seconded the motion, which passed unanimously.

d. Recommendation for Replacement of Server Equipment

Nolley moved to accept the recommendation for the replacement of the server equipment as presented. Holleran seconded the motion, which passed unanimously.

e. Recommendation for Change in Investment Strategy

Douglas moved to accept the change in the Investment Strategy to start in October 2023 as presented. Nolley seconded the motion, which passed unanimously.

f. Resolution Empowering the Saline County Judge to Have Concurrent Power to Relocate and/or Remove Books from the Youth Services Division of the Saline County Library

Douglas moved to table this discussion till the next board meeting. Holleran seconded the motion, which passed unanimously.

g. Lease for East End Branch

Holleran moved that we move forward with the lease for the East End Branch. Nolley seconded that motion which passed unanimously.

h. Update for Reconsideration of Materials Policy

Nolley moved that concerning the presented reconsideration, it should say that the book must be read to its entirety before a recommendation is made. Conrad seconded that motion, which passed unanimously.

i. Board Member Recommendations

Douglas moved that the board would like to recommend, Janelle Stephens, Sam Gibson, and Caroline Robinson Miller as prospective board members to submit to the County Judge for approval. Holleran seconded that motion, which passed unanimously.

VIII. Miller Robinson adjourned the meeting at 5:32 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

# Saline County Library Board Meeting Minutes

June 26, 2023

## Attendees:

Marian Douglas, Board Chair  
Allison Nolley, Board Member  
Kara Conrad, Board Member  
Jamie Clemmer, Board Member  
Matt Brumley, County Judge  
Will Gruber, County Attorney

Patty Hector, Library Director  
Leigh Espey, Library Manager  
Heather Phipps, Human Resources Manager  
Arielle Wilson, Financial Coordinator  
Amanda Garrison, East End Branch Manager

## Excused:

- I. Call to Order  
Douglas called the meeting to order at 3:30 PM.
- II. Announcements/Public Comment  
*No one signed up to make public comment.*  
*Douglas announced that we have a new board member Jamie Clemmer that is joining the board today.*  
*Nolley wanted to commend the staff for all the hard work they are doing despite the multiple threats and name calling on social media and excessive workload from the FOIA requests.*
- III. Discussion Items
  - a. None
- IV. Unfinished Business  
None
- V. New Business
  - a. Approval of RFQ to Retain Legal Counsel  
*County Attorney, Will Gruber drew up the Request For Qualifications for the Library to retain legal counsel with feedback from Library Director Patty Hector. He explained to the board how the RFQ works; the library will need to advertise in the newspaper and post on the library website. The RFQ helps narrow down the candidates by a point system. The goal is to have these in by July 10<sup>th</sup>.*  
  
Nolley motioned that the board approve the RFQ to retain legal counsel. Conrad seconded that motion, which passed unanimously.
  - b. Resignation of Board Member L. Holleran and Recommendations for

## Replacement

Conrad motioned that we schedule a special board meeting on July 6<sup>th</sup> at 3:30 PM for the purpose of selecting a new board member and to review all submissions. Clemmer seconded the motion, which passed unanimously.

### c. Recommendation to Engage Accounting Firm for Audit

*Hector explained to the board that if ordinance passes, the Library will need to retain a third party auditor outside of the legislative audit. Gruber recommended that the library draw up a RFQ for an accounting firm.*

### d. East End Branch Update

*East End Branch Manager, Amanda Garrison shared a picture of the walls going up at the new East End Branch location. She has also been meeting with Library Interiors of Texas to go over furnishings. Garrison spoke with Karen King from Hope Realty and they will be meeting sometime next week with an electrician to talk about outlet placement. The building is expected to be finished by August with an opening of September. Also, the Friends of the Library have donated \$7,000 to help purchase things for the Library.*

VI. Douglas adjourned the meeting at 4:05 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

# Saline County Library Board Meeting Minutes

July 6, 2023

## Attendees:

Marian Douglas, Board Chair	Pat Bisbee, Quorum Court JP
Allison Nolley, Board Member	Patty Hector, Library Director
Kara Conrad, Board Member	Leigh Espey, Library Manager
Jamie Clemmer, Board Member	Heather Phipps, Human Resources Manager
Matt Brumley, County Judge	
Will Gruber, County Attorney	

## Excused:

Arielle Wilson, Financial Coordinator

- I. Call to Order  
Douglas called the meeting to order at 3:30 PM.
- II. Announcements/Public Comment  
*No announcements or public comments made.*
- III. Discussion Items
  - a. None
- IV. Unfinished Business
  - a. Recommendations for Board Member to Fill Out Term Ending June 2027  
Clemmer motioned to submit the applications of Sam Gibson, Janelle Stephens, and Robin Campbell to County Judge Matt Brumley for recommendation. Conrad seconded that motion, which passed unanimously.  
  
*After the vote, the library board asked if they could have an official representative from the quorum court. County Attorney Will Gruber, stated that the library will need to submit a request to the County Judge for an official liaison from the quorum court.*
- V. New Business
  - a. None
- VI. Douglas adjourned the meeting at 3:51 PM.

Submitted by,

Heather Phipps  
Human Resources Manager



# Saline County Library

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

January - December 2023

		TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
<b>Revenue</b>					
4150 Tax Receipts	1,402,967.18		1,402,967.18	-1,402,967.18	
4310 Book Sale	1,419.30		1,419.30	-1,419.30	
4309 Websales	89.52		89.52	-89.52	
4311 Book Sale Benton Regular	9,011.12		9,011.12	-9,011.12	
4313 Book Sale Bryant	3.00		3.00	-3.00	
Sales of Product Income	1,942.78		1,942.78	-1,942.78	
<b>Total 4310 Book Sale</b>	<b>12,465.72</b>		<b>12,465.72</b>	<b>-12,465.72</b>	
4330 Copies/Printing	10,489.20		10,489.20	-10,489.20	
4330-01 Copies - Benton	0.60		0.60	-0.60	
4330-02 Copies - Bryant	195.15		195.15	-195.15	
4501 Passport Printing Fee					
4501-01 Passport Printing - Benton	20.00		20.00	-20.00	
<b>Total 4501 Passport Printing Fee</b>	<b>20.00</b>		<b>20.00</b>	<b>-20.00</b>	
<b>Total 4330 Copies/Printing</b>	<b>10,704.95</b>		<b>10,704.95</b>	<b>-10,704.95</b>	
4350 Fines / Fees	-82.71		-82.71	82.71	
4360 Fees	-29.00		-29.00	29.00	
Services	45.00		45.00	-45.00	
<b>Total 4360 Fees</b>	<b>16.00</b>		<b>16.00</b>	<b>-16.00</b>	
4390-02 Fines - Bryant	2.00		2.00	-2.00	
Uncategorized Income	10,739.70		10,739.70	-10,739.70	
<b>Total 4350 Fines / Fees</b>	<b>10,674.99</b>		<b>10,674.99</b>	<b>-10,674.99</b>	
4365 Fundraising					
4300 Book Bags	365.00		365.00	-365.00	
4323 Flash Drives	35.00		35.00	-35.00	
4343 Accessories	55.00		55.00	-55.00	
4355 Gumballs	646.74		646.74	-646.74	
4355-01 Gumballs - Benton	141.61		141.61	-141.61	
4355-02 Gumballs - Bryant	25.00		25.00	-25.00	
<b>Total 4355 Gumballs</b>	<b>813.35</b>		<b>813.35</b>	<b>-813.35</b>	
4366 Tumbler	90.00		90.00	-90.00	
<b>Total 4365 Fundraising</b>	<b>1,358.35</b>		<b>1,358.35</b>	<b>-1,358.35</b>	
4370 Gifts/Memorials	100.00		100.00	-100.00	
4410 Interest Income	24,902.57		24,902.57	-24,902.57	
4455 Passport Fee	24,255.00		24,255.00	-24,255.00	
4455-01 Passport Fee - Benton	70.00		70.00	-70.00	
4455-02 Passport Fee - Bryant	70.00		70.00	-70.00	
<b>Total 4455 Passport Fee</b>	<b>24,395.00</b>		<b>24,395.00</b>	<b>-24,395.00</b>	
4470 Replacement Card	144.00		144.00	-144.00	





# Saline County Library

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

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
Discount Income	-3.00		-3.00	3.00	
<b>Total Revenue</b>	<b>\$1,487,709.76</b>	<b>\$0.00</b>	<b>\$1,487,709.76</b>	<b>\$ -1,487,709.76</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$1,487,709.76</b>	<b>\$0.00</b>	<b>\$1,487,709.76</b>	<b>\$ -1,487,709.76</b>	<b>0.00%</b>
<b>Expenditures</b>					
3070 Rents, Land, & Buildings	8,416.00		8,416.00	-8,416.00	
6560 Payroll Expenses					
0100 Wages	934,023.82	1,830,236.22	-896,212.40	896,212.40	48.97 %
0600 Taxes (Fed, AR, SUTA)	70,043.98	120,000.00	-49,956.02	49,956.02	41.63 %
0800 Retirement	139,473.91	260,000.00	-120,526.09	120,526.09	46.36 %
0900 Insurance Benefits		200,000.00	-200,000.00	200,000.00	100.00 %
0900-01 Health Insurance	99,907.81		99,907.81	-99,907.81	
0900-01-01 Retiree Health Insurance & COBRA	974.04		974.04	-974.04	
<b>Total 0900-01 Health Insurance</b>	<b>100,881.85</b>		<b>100,881.85</b>	<b>-100,881.85</b>	
0900-02 Life Insurance	386.00		386.00	-386.00	
<b>Total 0900 Insurance Benefits</b>	<b>101,267.85</b>	<b>200,000.00</b>	<b>-98,732.15</b>	<b>98,732.15</b>	<b>49.37 %</b>
1000 Worker's Compensation		6,000.00	-6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	431.00	1,000.00	-569.00	569.00	56.90 %
200 Step increases for staff who qualify		16,000.00	-16,000.00	16,000.00	100.00 %
<b>Total 6560 Payroll Expenses</b>	<b>1,245,240.56</b>	<b>2,433,236.22</b>	<b>-1,187,995.66</b>	<b>1,187,995.66</b>	<b>48.82 %</b>
6700 Supplies	52.61		52.61	-52.61	
1600 Printing	6,607.56	10,000.00	-3,392.44	3,392.44	33.92 %
1700 General Supplies	13,203.66	30,000.00	-16,796.34	16,796.34	55.99 %
67-1700 General Office Supplies	2,255.27		2,255.27	-2,255.27	
<b>Total 1700 General Supplies</b>	<b>15,458.93</b>	<b>30,000.00</b>	<b>-14,541.07</b>	<b>14,541.07</b>	<b>48.47 %</b>
2000-1 Janitorial Supplies	6,236.28	8,000.00	-1,763.72	1,763.72	22.05 %
3300 Service Contracts	44,752.88	135,000.00	-90,247.12	90,247.12	66.85 %
<b>Total 6700 Supplies</b>	<b>73,108.26</b>	<b>183,000.00</b>	<b>-109,891.74</b>	<b>109,891.74</b>	<b>60.05 %</b>
6800-1 Professional Services	70.00		70.00	-70.00	
4900 Communications	653.51	41,500.00	-40,846.49	40,846.49	98.43 %
69-4900 Telephone/Internet	25,443.35		25,443.35	-25,443.35	
<b>Total 4900 Communications</b>	<b>26,096.86</b>	<b>41,500.00</b>	<b>-15,403.14</b>	<b>15,403.14</b>	<b>37.12 %</b>
5000 Postage	6,599.19	12,000.00	-5,400.81	5,400.81	45.01 %
68-4500 Engineering & Architectural		5,000.00	-5,000.00	5,000.00	100.00 %
6800 Other Professional Services	11,214.96	15,000.00	-3,785.04	3,785.04	25.23 %
68-4600 Credit Card Fees	87.00		87.00	-87.00	
Square Fees	648.42		648.42	-648.42	
<b>Total 68-4600 Credit Card Fees</b>	<b>735.42</b>		<b>735.42</b>	<b>-735.42</b>	
<b>Total 6800 Other Professional Services</b>	<b>11,950.38</b>	<b>15,000.00</b>	<b>-3,049.62</b>	<b>3,049.62</b>	<b>20.33 %</b>
<b>Total 6800-1 Professional Services</b>	<b>44,716.43</b>	<b>73,500.00</b>	<b>-28,783.57</b>	<b>28,783.57</b>	<b>39.16 %</b>



# Saline County Library

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

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
7000 Transportation					
70-2500 Fuel for Library Vehicle Use	906.83	5,000.00	-4,093.17	4,093.17	81.86 %
70-5200 Fuel for Personal Vehicle Use	1,284.02	2,000.00	-715.98	715.98	35.80 %
70-5300 Airline and Rental Car		4,000.00	-4,000.00	4,000.00	100.00 %
<b>Total 7000 Transportation</b>	<b>2,190.85</b>	<b>11,000.00</b>	<b>-8,809.15</b>	<b>8,809.15</b>	<b>80.08 %</b>
7050 Advertising		35,000.00	-35,000.00	35,000.00	100.00 %
5500 Advertising	18,332.17		18,332.17	-18,332.17	
<b>Total 7050 Advertising</b>	<b>18,332.17</b>	<b>35,000.00</b>	<b>-16,667.83</b>	<b>16,667.83</b>	<b>47.62 %</b>
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 %
<b>Total 7100 Insurance</b>	<b>2,272.72</b>	<b>19,000.00</b>	<b>-16,727.28</b>	<b>16,727.28</b>	<b>88.04 %</b>
72-6000 Utilities					
6100 Electricity	31,329.20	75,000.00	-43,670.80	43,670.80	58.23 %
6200 Gas	14,945.35	21,000.00	-6,054.65	6,054.65	28.83 %
6300 Water	2,204.14	6,500.00	-4,295.86	4,295.86	66.09 %
6400 Waste Disposal	3,003.08	8,000.00	-4,996.92	4,996.92	62.46 %
<b>Total 72-6000 Utilities</b>	<b>51,481.77</b>	<b>110,500.00</b>	<b>-59,018.23</b>	<b>59,018.23</b>	<b>53.41 %</b>
7300 Repairs and Maintenance	850.28		850.28	-850.28	
73-6500 Building and Improvements	22,491.35	35,000.00	-12,508.65	12,508.65	35.74 %
73-6600 Machinery and Equipment	39,296.87	15,000.00	24,296.87	-24,296.87	-161.98 %
<b>Total 7300 Repairs and Maintenance</b>	<b>62,638.50</b>	<b>50,000.00</b>	<b>12,638.50</b>	<b>-12,638.50</b>	<b>-25.28 %</b>
7400 Miscellaneous					
74-7300 Dues and Memberships	7,926.85	5,000.00	2,926.85	-2,926.85	-58.54 %
7900 Meals and Lodging		4,000.00	-4,000.00	4,000.00	100.00 %
8200 Refund	151.34	2,000.00	-1,848.66	1,848.66	92.43 %
8600 Software	58,520.65	121,000.00	-62,479.35	62,479.35	51.64 %
<b>Total 7400 Miscellaneous</b>	<b>66,598.84</b>	<b>132,000.00</b>	<b>-65,401.16</b>	<b>65,401.16</b>	<b>49.55 %</b>
8500-1 All Programming	<b>75,060.58</b>	<b>90,000.00</b>	<b>-14,939.42</b>	<b>14,939.42</b>	<b>16.60 %</b>
8700 Staff Development	2,158.45	5,000.00	-2,841.55	2,841.55	56.83 %
8752 Fundraising Expenses	419.89	1,000.00	-580.11	580.11	58.01 %
8800 Books/Magazines/Video/Audio	248,303.04	550,000.00	-301,696.96	301,696.96	54.85 %
PLA-2022 2022 PLA Grant	3,061.32		3,061.32	-3,061.32	
<b>Total Expenditures</b>	<b>\$1,903,999.38</b>	<b>\$3,693,236.22</b>	<b>\$ -1,789,236.84</b>	<b>\$1,789,236.84</b>	<b>48.45 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -416,289.62</b>	<b>\$ -3,693,236.22</b>	<b>\$3,276,946.60</b>	<b>\$ -3,276,946.60</b>	<b>88.73 %</b>
Other Expenditures					
9100 Building and Furnishings	3,043.08	350,000.00	-346,956.92	346,956.92	99.13 %
9300 Machinery and Equipment	4,831.13	45,000.00	-40,168.87	40,168.87	89.26 %
9500 Other Miscellaneous Expenditure	180.88	53,958.90	-53,778.02	53,778.02	99.66 %



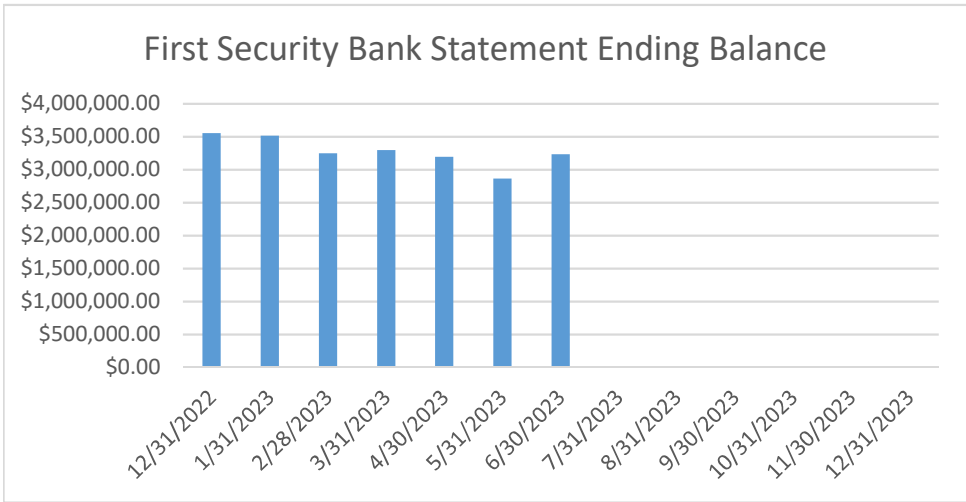
# Saline County Library

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

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
9600 Friends Expenses	2,446.62		2,446.62	-2,446.62	
<b>Total Other Expenditures</b>	<b>\$10,501.71</b>	<b>\$448,958.90</b>	<b>\$ -438,457.19</b>	<b>\$438,457.19</b>	<b>97.66 %</b>
NET OTHER REVENUE	\$ -10,501.71	\$ -448,958.90	\$438,457.19	\$ -438,457.19	97.66 %
NET REVENUE	\$ -426,791.33	\$ -4,142,195.12	\$3,715,403.79	\$ -3,715,403.79	89.70 %

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	\$3,298,304.34
4/30/2023	\$3,192,514.63
5/31/2023	\$2,863,902.58
6/30/2023	\$3,233,573.03
7/31/2023	
8/31/2023	
9/30/2023	
10/31/2023	
11/30/2023	
12/31/2023	



# Library Director Report

## July 2023

### **Reconsideration of Materials**

We have had three requests for reconsideration. Two have been reviewed and resolved. The third was received July 7<sup>th</sup> and is in the process of being read and reviewed by the committee. The two previous books met library selection criteria and were kept in the collection. The staff, which are non-exempt, must spend work hours reading challenged books during our busiest time of year. Staff have been criticized for not dropping everything and attending to these requests, but it is difficult for them to read the books, attend to their regular job duties and respond to FOIA requests for all their emails, texts, and correspondence.

After the Summer Reading Program is finished July 31, staff will meet to discuss the process and see what changes or improvements can be made.

### **FOIA Requests**

We've received 90 individual FOIA requests. The number and complexity of the requests means that admin staff haven't been able to accomplish much beyond tasks that have immediate deadlines. Financial Coordinator Arielle Wilson has a number of financial issues she has been trying to clear up, but almost the majority of the FOIA's are financial and require her assistance. If not for FOIA requests, I would have been working on a Preservation Grant for the Gann Museum, the new branch in East End and replacing carpet/paint in the Benton facility.

### **Third Party Audit**

While we would appreciate anything that would relieve the Quorum Court's mind that library funds are being spent in compliance with the law, Arielle and I are concerned that having a third part audit from a non-governmental auditing firm as the proposed Ordinance stipulates won't get the desired result. As a governmental entity, we must adhere to GAS (governmental auditing standards e.g. the Arkansas Legislative Audit). GAAP (generally accepted accounting principles), the standards used by non-governmental auditors, do not apply to governmental entities. GAS covers audits of financial statements as well as audits of an entity's internal controls. A GAS audit can be executed by independent auditors. Perhaps that would be acceptable. We were not informed of the reasoning behind the proposed Ordinance's insistence on a non-governmental audit. We would like to work with the county comptroller to have library finance processes comply with county procedures.

Submitted by,  
Patty Hector  
Library Director

## Saline County Library Freedom of Information Act Requests

Number	<b>Request #12 6/27/23</b>
90	The entire packet provided to the Saline County Library board at the 6/26/23 meeting.
89	Laine Holleran's resignation letter(s).
88	Copies of all applications, letters, emails, and requests of individuals to be appointed to the SCL board since 3/1/23.
<b>Request #11 6/23/23</b>	
87	1. All individual "cash register" or purchase receipts from Lowe's, Home Depot, Kroger, Big Red for the period 1/1/22 – 6/22/23.
86	2. All individual purchase invoices from Amazon, ACR, 4Imprint, Vistaprint, Printplace, Ashley Furniture, McLarty Nissan (to the extent not already submitted) for the period 1/1/22 – 6/22/23.
85	3. All invoices, statements, billing documents, and contracts with ProMas, LLC for the period 1/1/21 – 6/22/23.
84	4. All employment contracts executed or valid during any portion of the period 1/1/20 – 6/22/23.
83	5. All invoices, emails, contracts, and supporting documentation between SCL and (1) Advocates for Arkansas Public Libraries or (2) Advocates for All Arkansas Libraries, for the period 1/1/18 – 6/22/23.
82	6. All emails, text messages, or any other correspondence between any SCL employee or contractor and (1) Every Library, (2) Patrick Sweeney, or (3) John Chrastka for the period 1/1/22 – 6/22/23.
<b>Request #10 6/22/23</b>	
81	1. Itemized bills for all legal expenses incurred in 2022 and YTD 2023.
80	2. All May, 2023 bank statements
79	3. All statements, trade confirmations, and records of any kind related to investments, bonds, CDs, or money market accounts for the period 1/1/2017 – 5/31/23.
78	4. Records relating to any / all actions taken pursuant to the March, 2023 board vote to invest in CDs.
77	5. All invoices from Avilla Trash Service for the period 1/1/20 – 5/31/23.
76	6. Balance Sheet as of 12/31/22
75	7. Balance Sheet as of 5/31/23
74	8. General Ledger for calendar year 2022
73	9. All automobile gasoline charges, fleet card bills, mileage and usage logs, and related expense reports for the period 1/1/22 – 5/31/23
72	10. All FOIA requests received by Saline County Library (from anyone other than me) for the period 4/1/23 – 6/22/23.

	<b>Request #9 6/21/23</b>
71	Please consider this a new FOIA request for all permission slips granting authorization by parents for SCL to post their children's photos online for the period 1/1/23 – 6/20/23.
	<b>Request #8 6/12/23</b>
70	1. All current insurance policies, declarations, and invoices relating to the Gann Museum.
69	2. Payroll report by name for May, 2023
68	3. YTD Payroll report by name for Jan-May, 2023.
67	4. P&L (Income & Expense) report for May, 2023.
65	5. P&L (Income & Expense) report for Jan – May, 2023.
64	6. General Ledger for the period 1/1/23 – 5/31/23.
63	7. A trial balance report from accounting software listing all financial accounts owned by the Library as of 12/31/22.
62	8. A trial balance report from accounting software listing all financial accounts owned by the Library as of 5/31/23.
61	9. All emails, text messages, chat messages, intra- or inter-office memoranda, and any other communication received or sent by all employees of the Saline County Library for the period 4/17/23 – 6/9/23.
60	10. Copies of all current registrations for all vehicles owned by SCL.
59	11. All current contracts requiring payment of any kind. This is intended to be a broad request, encompassing software, electronic subscriptions, maintenance contracts, service contracts, bulk purchasing contracts, book and magazine subscriptions.
58	12. All receipts, documentation, and expense reimbursement forms relating to expenses reimbursed to employees and contractors for the period 1/1/22 – 5/31/23.
57	13. All invoices from Southwest Design and Display and related contracts for the period 1/1/21 – 5/31/23.
56	14. All invoices and contracts related to OCLC for the period 1/1/22 – 5/31/23.
55	15. All invoices and communication of any kind related to Advocates for Arkansas Public Libraries and Advocates for All Arkansas Libraries, including but not limited to, principals and directors thereof, lobbyists, and employees for the period 1/1/16 – 6/9/23.
	<b>Request #7 6/3/23 revised 6/9/23</b>
54	1. All documents, emails, and any other communication in existence relating to the book donations on 6/6/23.

	<del>2. All camera footage relating to the book donations on 6/6/23.</del>
53	2. All security camera footage from both the Benton and Bryant branches for the following time frame: June 6, 2023, from 4pm – closing.
	<b>Request #6 5/22/23</b>
52	1. Any and all documents which would reveal the name, address, and phone number of the bonding company that issues the bonds for the library board members. All documentation in existence related to any current policy, and all written or electronic communications with the bonding company or anyone representing that company pertaining to any policies now in effect.
51	2. A trial balance report from the accounting software as of 4/30/23.
50	3. Provide the title, author, date purchased, date removed (under the "weeding" process/procedure), reason removed, and disposition of the book, for all books removed from library circulation since 7/1/16. <i>This was previously requested as item 5 on 5/16/23, to which a denial response was provided, "we do not keep a list of weeded books." I reject this notion, as you may not personally keep a list, but your library management software should. Therefore, please provide the report or list as requested.</i>
49	4. All audits (accountant and legislative audit reports for the years 2016, 2017, 2018, 2019, 2020, 2021, 2022). <i>Note this was previously requested as item #8 on 5/16/23. As the custodian of records, you are responsible for providing the documents requested, not a general link to all audits performed by the state. This request is intended to encompass both legislative and accountant audits related to the library which are in the possession of the Saline County Library or Saline County.</i>
48	5. A report which details all books currently classified as YA, including the title, author, date acquired, total circulations, and circulation dates.
47	6. A report which details all books currently classified as Juvenile, including the title, author, date acquired, total circulations, and circulation dates.
	<b>Request #5 5/16/23</b>
46	1. All bank statements, investment account statements, brokerage statements, and any other documentation in existence detailing financial assets held by the library at any time during the period 7/1/2016 – 4/30/2023.
45	2. All documentation of the receipt and disposition of any and all funds related to Coronavirus relief, whether received directly or passed through by a state or federal government.
44	3. Payroll expense report by name for April, 2023, and YTD 2023 (1/1 – 4/30).
43	4. Profit & Loss or Income & Expense statement for April, 2023, and YTD 2023 (1/1 – 4/30).



42	5. A list of all books “weeded” from the collection since 7/1/2016, including all available information, but not limited to, title, author, date removed, section removed from, and reason for the removal.
41	6. All mileage paid or reimbursed by the library for the period 1/1/2021 – 4/30/2023. This should include the name, date, miles driven, location driven, and the reason for the reimbursement.
40	7. All Forms 1099, 1096, 941, 940 and any other employment or contractor-related tax returns generated or filed for the tax years 2021 and 2022.
39	8. All audits (accountant and legislative audit reports for the years 2016, 2017, 2018, 2019, 2020, 2021, 2022).
38	9. Records related to all memberships and associations for the calendar years 2021 and 2022, and 2023 YTD for not only individual members but also library system memberships. This would be expected to include invoices, payment stubs, canceled checks, and credit card statements related to American Library Association, Arkansas Library Association, any other trade organizations, chambers of commerce, or other organizations which assess dues on a periodic basis.
37	10. Canceled checks and statements reflecting credit card charges related to all library “services” for the calendar years 2021, 2022, and YTD 2023. This is expected to include all subscription services, electronic card catalogs, internet-delivered services, and any other service which does not reflect the purchase of a tangible asset.
36	11. All credit card statements for accounts held in the name of the Library for the year 2022 and YTD 2023.
	<b>Request #4 4/26/23</b>
35	#1 All communication related to the <b>library</b> between or among any two or more of the following: Patty Hector, Keith Keck, Carlton Billingsley, Pat Bisbee. This is expected to encompass all emails, written correspondence, text messages, social media communication, and facsimiles for the calendar year 2023.
34	#2 Copies of all 1099's issued by the library in 2023 for 2022
33	#3 All W-9 forms, vendor documents, check stubs, emails, text messages, social media messages, or any other communication relating to Dawn Michelle Russell, Shelli Poole, and / or MySaline for the period 1/1/2022 – 4/25/2023.
32	#4 All communication between or among Francesca Castro and other library employees, including but not limited to, Patty Hector. This is expected to include all emails both sent and received, written correspondence, text messages, and social media communication for the period 8/31/22 – 4/25/23.
31	#5 Any / all transaction reports detailing purchases authorized or initiated by Francesca Castro during the term of her employment. This is expected to include invoices, receipts, check stubs, canceled checks, requisition forms, and any other relevant document.

30	#6 The most recent detailed listing of all library assets. This is expected to include: accountant reports; audits, if any; asset / liability statements; investments detail including interest rates, maturity dates, and information on the security, bank, or investment firm; tangible assets including purchase date, amount, and current value.
29	#7 Titles and job descriptions for all positions, filled or unfilled, and a listing of all currently open positions.
28	#8 A line-by-line transaction detail report for advertising expenses for the following time periods, matching the advertising totals on the P&L reports: (1) calendar year 2021, (2) calendar year 2022, (3) 1/1/23 – 4/25/23.
27	#9 All current contracts, invoices (since 1/1/20) relating to electronic books / materials, online card catalog(s), and related services. This is expected to include any / all vendor communication related to the same.
26	#10 All videos, memoranda, communication, and reports of any kind relating to programming produced or provided by Wholistic Approaches for Life for the duration of the association, but not before 1/1/2020. This is expected to include the number of students participating in each program and the Zoom videos for each session (or a working link thereto).
25	#11 All paid invoices and canceled checks for carpet cleaning for the period 1/1/2018 – 4/25/2023.
24	#12 All documentation relating to insurance claims for the period 1/1/2018 – 4/25/2023. This is expected to include worker's comp, building, fire, liability, or any other insurance policies held by the library.
23	#13 All documentation relating to the criteria and process for adding books or other items. This is expected to include prior requests for adding items (since 3/10/2020), whether those items were added, and any memoranda or reports relating to the same.
22	#14 All contracts, invoices, and canceled checks relating to the American Library Association (ALA) for the period 1/1/2018 – 4/25/2023.
	<b>Request #3 4/17/23</b>
21	1. All emails, text messages, and other communiques, whether electronic or written, sent or received during the period 2/13/23 – 4/16/23 by or to the following employees:
	Patty Hector
	Rebecca Kidder
	Ashlyn Wilcox
	Dana Bloch

	Rebecca Griffin
	Kari Lapp
20	2. All internal staff memoranda for the period YTD 2023.
19	3. A report detailing the Overdrive circulation by category for the period 1/1/22 – 12/31/22.
18	4. A report detailing the Overdrive circulation by category for the period YTD 2023.
17	5. All advertising contracts, invoices, statements, receipts, and canceled checks not already submitted for the calendar year 2022. (The last fulfillment only accounted for \$17,904 of the \$33,116 actually spent.)
16	6. All advertising contracts, invoices, statements, receipts, and canceled checks for the period YTD 2023.
15	7. All emails, text messages, and other communiques between library staff and Farisha Brown and / or Wholistic Approaches for Life, Inc. for the period 1/1/2021 – 4/16/2023.
14	8. All canceled checks, check stubs, payment stubs, remittance advices, invoices, statements, or receipts relating to Farisha Brown and / or Wholistic Approaches for Life, Inc. for the period 1/1/2021 – 4/16/2023.
	<b>Request #2 4/6/23</b>
13	1.) Payroll reports for the periods 1/1/22 - 12/31/22 and 1/1/23 - 3/31/23, indicating at least the name, position, gross pay, deductions, and net pay for each and every library employee and contractor.
12	2.) All advertising contracts, invoices, statements, and receipts for the calendar year 2022.
11	3.) Circulation reports for the periods 1/1/22 - 12/31/22 and 1/1/23 - 3/31/23 for each physical location, including buildings and lockers (broken out by location).
10	4.) Circulation reports for the periods 1/1/22 - 12/31/22 and 1/1/23 - 3/31/23 broken out by media type, including physical books and digital items.
9	5.) Circulation reports for the periods 1/1/22 - 12/31/22 and 1/1/23 - 3/31/23 broken out by categorization of the media (children's, juvenile, young adults, adult).
8	6.) Attendance reports for each event for the periods 1/1/22 - 12/31/22 and 1/1/23 - 3/31/23, including both on-site and remote events.
7	7.) Recording of the January 2023 meeting.
6	8.) A report listing the dates the library has been closed or hours curtailed since 3/10/20, and the reason for each closure or curtailment.
	<b>Request #1 3/6/23</b>
5	1.) A listing of all books purchased by the Saline County Library system since 3/1/2020.
4	2.) The current budget for the Saline County Library system, as detailed as it exists.

3	3.) The names, addresses, contact info, and terms for all members of the library board.
2	4.) Circulation reports by month and year for the period 1/1/2018 - 2/28/2023.
1	5.) Any and all documents which detail actual library income and expenses for the period 1/1/2018 - 2/28/2023.

# **Library Management Team Report**

## **Branch**

### **July 2023**

#### **Bryant Statistics**

During our yearly Summer Reading Program, the Branch has been busy! In May, 4,624 patrons came into the building and 2,423 reference questions were answered. 59 passports were also completed. In June, there were a total of 6,972 patrons that entered, 3,446 reference questions answered, and 56 passports completed.

#### **Seed Library**

The Seed Library is still growing and extremely popular. In May, 41 new members joined, there were a total of 204 requests, and 1,020 seed packs were dispensed. In June, there were 33 new members, 175 total requests, and 875 seed packs were given to patrons. Anna is currently working hard to get donations for next year's Seed Library program.

Submitted by,  
Rebecca Kidder  
Branch Manager

**Library Management Team Report**  
**Building Operations Department**  
**July 2023**

**Building Operations Department**

**IT**

IT began preparations for implementing LPT One, a patron printing interface that will replace Papercut. We have also installed new security cameras and equipment at our Benton location, with an eye on doing the same at our Bryant location in the near future. With Summer Reading in full swing, we have delayed our last big project of the summer, the new server install and switch-over from the old server, until after July 29. We have, however, received all of the new equipment and prepared it for the switch-over. Geoff has done his absolute best to address daily and emerging IT issues and has done a wonderful job of maintaining our network.

**Maintenance/Housekeeping**

Billy has been busy addressing various maintenance issues around all of our properties. He replaced much of the lighting at the Gann museum, resolved issues with door locks in Benton and Bryant, and has worked closely with Harrison Energy Partners to ensure that our HVAC in Benton is working as it should. He continues to do an amazing job of addressing any maintenance needs as they arise.

Brittton and Tatiana remain consistent in the wonderful job they do at keeping our buildings clean and presentable on a daily basis

**Miscellaneous**

I am including a proposal to upgrade all of our staff entrance doors in Benton, interior and exterior, to a magnetic lock system. In my view, this is long overdue and will increase the security of our building immensely.

Submitted by,  
Rob Walton  
Building Operations Manager

# Library Management Team Report

## Community Engagement Department

### July 2023

#### Marketing

We sent out a summer reading survey on our website and in a few ads. So far we have 249 entries. The feedback has been really great. Lots of great suggestions on program ideas, along with suggestions on resources and services to add or expand.

This is the second year we sent our “Star Reader” cards to schools. This year we send out 262 cards to 8 elementary schools. These cards had a word of encouragement, a book buck to be used in the book store, and signatures from all the staff. We also sent out 88 to our patrons who check out the most materials. Several kids and their grown-ups have posted on social media or stopped us at check out to express their appreciation and excitement for the cards.

We have received and installed the 1<sup>st</sup> part of the signage project in Benton. Those are up in the non-fiction area. We hope to have the rest of Benton completed by the middle of August.

#### Social Stats:

Facebook Engagment: 55,516

Facebook Reactions: 10,595

Facebook Link Clicks: 2,261

Facebook Posts: 367

Facebook New Fans: 192

Facebook Reach: 316,323

Instagram Posts: 9

Instagram Impressions: 2,367

Instagram Reach: 1,254

Instagram New Followers: 42

#### Programming

We had two pet adoption days in which all the animals were adopted from Benton Animal Control. We had a blood drive that 15 people donated blood and that equates to saving about 45 lives. Several of our recurring programs now have regular attendees such as Trivia, Bingo, Gameshow, Jackbox, Adult Art Studio, and Inklings. Most of the Summer Reading Programs have filled up completely and participants ask if we are going to do them again.

#### May and June Stats

Programs- 50

Attendance- 821

Kits Made/Taken- 275/275

## **Outreach**

A new storywalk installation is going in at the Crossing at Angel Court park in East end (hopefully this month) with the help of an Eagle Scout. This park is next to the iCan! Arts center where we host a Bookmobile program and puppet show every 4th Thursday of the month. We are very excited to replace the temporary storywalk with a permanent one like the one in Sunset park in Benton. May - June outreach consisted of 3 Summer reading sign up events totaling 203 in attendance, with 112 new summer reading challenge signups, and 11 card sign ups. We hosted these events in East end, Haskell and HSV to spread awareness about the program to the more outlier areas of the county. We also attended Third Thursday, Duck Derby, School/ Business Expos, Saline River Canoe Race, Beginnings Baby Fair In June we had 7 visits to various community centers, schools, or libraries for classes, programs, and storytimes with a total of 200 participants. Between May and June we received 7 outreach event or program attendance requests from organizations. SCL will be represented and involved in the Broadband committee formed for Saline Co to "enhance broadband access, affordability and digital skills in all areas of Saline County" and we are very excited to continue helping our patrons get the access they need and the digital literacy skills to improve their lives.

We are partnering with Center for AR legal services to provide Medicaid updates, resources and help navigating the Medicaid portal to county residents starting in Alexander and working our way around the county. We have also continued hosting our Tech Connect digital literacy classes in HSV at the Coronado Center and the Bryant Senior Center to teach seniors skills about computers, cybersecurity and emails.

Submitted by,  
Kari Lapp  
Community Engagement Manager



# **Library Management Team Report**

## **Library Manager**

### **July 2023**

#### **Gann Museum**

Since April, the museum has been closed to tours because of a lightning strike that ruptured the water line and damaged many of the electrical elements of the building. During the repair of the main water line, it was discovered that the plumbing in the building is galvanized pipe which needs to be replaced. I reached out to three plumbers and only heard back from one. Hopefully, we can begin work on replacing the internal piping soon. We need to have a full electrical inspection to determine exactly what was damaged and needs to be replaced/fixed in order to get fully operational again.

#### **Passport Application Acceptance**

Applicants are experiencing extended processing times for passport applications. Our agents are doing a great job informing applicants of the what they should do to apply in a timely manner. We have accepted 139 new applications between May 1 and July 13, and we have helped with numerous renewal applications. Even though applicants who are eligible for renewal do not need to come to an acceptance facility, we still offer to look over the person's application for their peace of mind and offer photo services.

#### **Notary Services**

Our public notary service is one of our most popular nontraditional library services. It is very difficult to find a public notary locally, so it is wonderful that we are able to provide this service to our community. From May 1 through July 13, Benton has completed 182 notarial acts.

Submitted by,  
Leigh Espey  
Library Manager

# **Library Management Team Report**

## **Systems Administrator**

### **July 2023**

#### **Gann Museum updates**

We hope to celebrate the 130<sup>th</sup> anniversary of the Gann Museum building in December, by working with Kari Lapp and the Community Engagement department to make it an event to remember. The museum is still currently closed, due to issues with getting plumbing up to code and sourcing light fixtures that are no longer available. We also hope to look for grant funding to make the building more ADA compliant. Many thanks go to Library Manager Leigh Espey and the Building Maintenance team for their time and expertise.

#### **Digitization**

Cody Berry has been hard at work digitizing the Bob Herzfeld Memorial Library's vertical files. These will soon join the digitized Gann photos on Portfolio, making them more accessible to local historians and researchers. His next project will be to digitize the scrapbooks and other archival holdings currently in storage.

#### **MARC records search program**

I have been working with a local IT security consultant and volunteer who has written a Visual Basic program that provides a very thorough search of any and all fields of our MARC records. It gets the job done much faster and easier than our current search tools. We hope to use this program as a first line to identify materials of specific genres and subjects, though I look forward to discovering other opportunities to use this tool.

#### **Automatic renewals**

The Malvern-Hot Spring County Library and Saline County Library will soon implement automatic renewals for patron checkouts, eliminating the need for patrons to specifically request renewals. Sirsi, our ILS, will send notices of the renewals, as well as if items were unable to be renewed due to a hold on the item or having reached the renewal limit. The initial setup has not yet been completed by Sirsi, so we do not have a start date.

Submitted by,  
Julie Syler  
Systems Administrator

## **Library Management Team Report**

Youth Services

July 2023

### **Programming & Makerspace Attendance in June & Early July**

Summer Reading has been a great success so far this summer. Our programs have been well attended across all age groups. So far this summer, we have had almost 1,000 people attend storytime; over 500 attended programs for school-aged children; and 130 attended teen programs. Our weekly performers have been a big hit as well with over 800 attending performances. Our Makerspaces are consistently full of people taking advantage of this fabulous resource for making and crafting. In Benton, we have had around 950 crafty visitors. The Bryant Makerspace has had almost 250 visitors. We also have several passive programs for patrons of all ages to participate in while they are in the library. These have hundreds of participants each week and are enjoyed by everyone. In addition to our programs, we have done several daycares outreaches and been part of the Baby Fair at the Saline Memorial Hospital.

### **Summer Reading Registration & Prizes**

The age groups for the summer reading program this summer are slightly different than those we have used in the past. The number of people who have registered and picked up prizes so far this summer is on par with last year.

The Preschool age group, for children 5 and under has 176 registered. In this group, 69 have completed at least 10 days of reading and picked up their first prize, and 36 have completed at least 25 days of reading and picked up their second prize.

The Children's age group, for children 6-12 has 868 registered. In this age group, 475 have completed at least 10 days of reading and picked up their first prize, and 346 have completed at least 25 days of reading and picked up their second prize.

The Teen age group, for those aged 13-18, has 166 registered. In this age group, 87 have completed at least 10 days of reading and picked up their first prize, and 63 have completed at least 25 days of reading and picked up their second prize.

The Adult age group is for anyone 19 and older. So far this year, we have 770 adults registered, 457 have completed at least 10 days of reading and picked up their first prize, and 350 have completed at least 25 days of reading and picked up their second prize.

Submitted by,  
Wendy Christy  
Youth Services Manager

# **Library Management Team Report**

## **Public Services**

### **July 2023**

#### **Statistics**

In May, computers were used 861 times for 568 hours and 19 minutes, 36.6 minutes on average, 984 questions were asked (50 digital questions, 613 general questions, 167 reference questions, 154 technology questions) and 11,973 patrons visited, an average of 461 per day. In June, computers were used 1,552 times for 898 hours and 08 minutes, 35 minutes on average, 897 questions were asked (70 digital questions, 520 general questions, 151 reference questions, 156 technology questions) and 15,572 patrons visited, an average of 599 per day.

#### **Staffing Report**

Things are still going well in Public Services. We're busy with summer reading and handling the large increase in patrons in and out of the building every day. Danyelle Childers and Joel Beck have completed their notary trainings, which is a great help to our patrons. Lydia Cheatham left us as a shelver, which we were very sad about, but Leon Hight has joined the team and is doing well! Everyone in Public Services is doing a great job!

Submitted by,  
Amanda Garrison, MLS  
Public Services Manager

# **Library Management Team Report**

## **East End Library**

### **July 2023**

#### **East End Branch Update**

Interior work has begun at East End! Framing is complete and I, along with Rob and Geoff from IT and Building Maintenance, went out on Friday, July 7, to speak with the electrician about placement for power and internet.

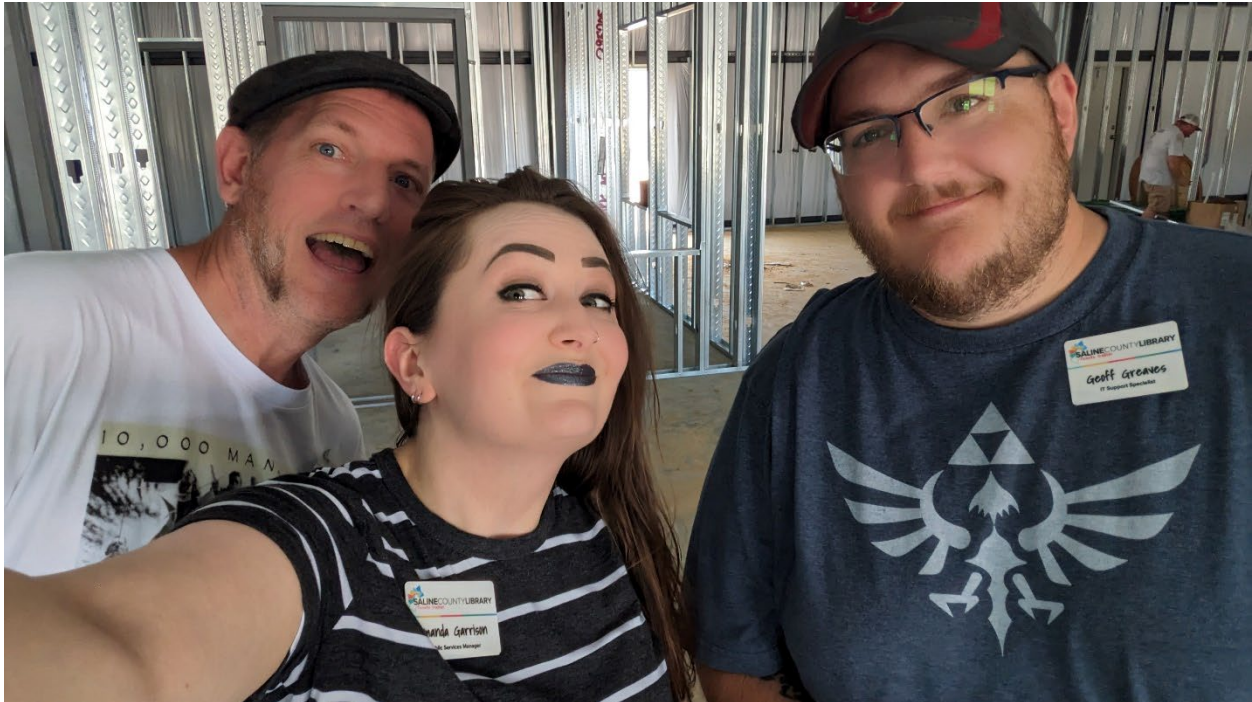
Shelving and some furniture estimates have been sent from Library Interiors of Texas and, barring any changes, these will be ordered soon. Estimates first mentioned in discussions based on previous purchases were not accurate with current costs, so shelving and furniture have been scaled back by quite a bit in order to get close to original estimates. All wall shelving units have been cut in half, from 66" high shelving units, (similar to what is on the wall in the New book section) and replaced with 42" shelving (similar to the Library of Things shelving), and some modular shelving has been cut as well. Though this decreases our collection by quite a bit, we will still have amazing things for our patrons to check out. The office furniture and seating for patrons has all been removed from the budget line from Library Interiors of Texas due to cost and cheaper replacements have been found at Staples.

The Friends of the Library have graciously given us \$7,000 which will be used to purchase some book trucks, DVD and video game shelving, display units and an in-wall item return.

Current materials selectors have been given an estimate of number of items needed to help build the new collection. These estimates are based on shelving measurements and are subject to change and include nonfiction and some audio items as well.

750 adult books  
200 large print books  
200 new adult books  
315 teen books  
375 juvenile books  
300 first chapter books  
450 easy reader books  
900 picture books  
280 juvenile DVDs  
330 adult DVDs  
330 video games

Submitted by,  
Amanda Garrison, MLS  
Public Services Manager/East End Branch Manager



Rob, Amanda and Geoff checking out the new space.



Looking into the Manager's Office. It has windows!



Standing in back right corner, looking out on the majority of the space.



Standing in the front right corner, looking out on the majority of the space.



The Meeting Room and Study Rooms. Look at that window!



Another shot of the meeting room.





LIBRARY INTERIORS OF TEXAS, LLC  
 3503 Wild Cherry Drive Building 4  
 Lakeway, TX 78738  
 P: 888-689-5489 (LITX)  
 F: 888-690-5489 (LITX)

Library Interiors - TX Project ID:

Date: 7/3/23

Issued By: Bob Williams  
 281-513-6423  
[robert@li-tx.com](mailto:robert@li-tx.com)

Vendor Contract #: CP23/022MF

Bill-to: Saline County Library  
 East End Library Branch  
 24005 Arch Street, # 20/21  
 Hensley, AR 72065

Ship-to: Saline County Library  
 East End Library Branch  
 24005 Arch Street, # 20/21  
 Hensley, AR 72065

Terms: Net 30 Days

Contact: Patty Hector  
 Phone: 501-778-4766

Contact: Patty Hector  
 Phone: 501-778-4766

Item #	Colors/Finishes	Quantity	Part#	Description	Unit List	Ext List	Disc	Unit Net	Ext Net
					\$	\$	%	\$	\$
<b>Choice Partners - Instructional Furniture Contract Number CP23/022MF</b>									
1	TBD	1	FL-CS-2D-3660-KN-29Q-6P	PALMIERI 6-PERSON COMPUTER TABLE, BACK TO BACK. 108" WIDE X 60" DEEP X 29" HIGH. WOOD KNIFE EDGE. LAMINATE TOP WITH WOOD EDGE BAND. METAL LEGS. ACRYLIC DIVIDERS. 1 GROMMET PER WORK SPACE	9,053.00	9,053.00	40%	5,431.80	5,431.80
2	BLACK	1	752	HPFI NEXSTEP MID-BACK CHAIR. BLACK FABRIC SEAT. MESH BACK. 2 tO 1 SYNCHRO TILT. MANAGERS OFFICE.	939.00	939.00	43%	535.23	535.23
3	TBD	1	T27420-M-R	T2 RADIUS MOBILE HELP DESK. 82" WIDE X 30" DEEP X 29" HIGH. LAMINATE SURFACES. METAL LEGS	5,392.00	5,392.00	30%	3,774.40	3,774.40
<b>ESTEY SHELVING. RANGE A. DOUBLE FACE. 3 SECTIONS. 42" TALL X 20" DEEP. INTEGRAL BACK STOPS. BASE PLUS 2 ADJUSTABLE. STEEL END PANELS AND CANOPY TOPS. MOBILE</b>									
4	TBD	4	EDDUPT4210	UPRIGHT 42" X 10"	265.00	1,060.00	45%	145.75	583.00
5	TBD	6	DSTRUT36	OVERHEAD STRUT	87.00	522.00	45%	47.85	287.10
6	TBD	18	DBLIB3610A	INTEGRAL BACK SHELF ASSEMBLY WITH SLIDING WIRE BOOK SUPPORT	94.00	1,692.00	45%	51.70	930.60
7	TBD	3	DCTD3620	CANOPY TOP	273.00	819.00	45%	150.15	450.45
8	TBD	2	DDP4220A	END PANEL	337.00	674.00	45%	185.35	370.70
9	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
10	BLACK	2	DCH-B	DOUBLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15



11	BLACK	1	DSCK-S	CASTER KIT. STARTER	321.00	321.00	45%	176.55	176.55
12	BLACK	2	DSCK-A	CASTER KIT. ADDER	138.00	276.00	45%	75.90	151.80

**ESTEY SHELVING. RANGE B. DOUBLE FACE. 3 SECTIONS. 42" TALL X 20" DEEP. INTEGRAL BACK STOPS. BASE PLUS 2 ADJUSTABLE. STEEL END PANELS AND CANOPY TOPS. MOBILE**

13	TBD	4	EDDUPT4210	UPRIGHT 42" X 10"	265.00	1,060.00	45%	145.75	583.00
14	TBD	6	DSTRUT36	OVERHEAD STRUT	87.00	522.00	45%	47.85	287.10
15	TBD	18	DBLIB3610A	INTEGRAL BACK SHELF ASSEMBLY WITH SLIDING WIRE BOOK SUPPORT	94.00	1,692.00	45%	51.70	930.60
16	TBD	3	DCTD3620	CANOPY TOP	273.00	819.00	45%	150.15	450.45
17	TBD	2	DDP4220A	END PANEL	337.00	674.00	45%	185.35	370.70
18	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
19	BLACK	2	DCH-B	DOUBLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15
20	BLACK	1	DSCK-S	CASTER KIT. STARTER	321.00	321.00	45%	176.55	176.55
21	BLACK	2	DSCK-A	CASTER KIT. ADDER	138.00	276.00	45%	75.90	151.80

**ESTEY SHELVING. RANGE C. SINGLE FACE. 6 SECTIONS. 42" TALL X 10" DEEP. INTEGRAL BACK STOPS. BASE PLUS 2 ADJUSTABLE. STEEL END PANELS AND CANOPY TOPS**

22	TBD	7	EDSUPT4210	UPRIGHT 42" X 10"	260.00	1,820.00	45%	143.00	1,001.00
23	TBD	12	DSTRUT36	OVERHEAD STRUT	87.00	1,044.00	45%	47.85	574.20
24	TBD	18	DBLIB3610A	INTEGRAL BACK SHELF ASSEMBLY WITH SLIDING WIRE BOOK SUPPORT	94.00	1,692.00	45%	51.70	930.60
25	TBD	6	WCLIP	WALL CLIP	2.00	12.00	45%	1.10	6.60
26	TBD	6	DCTS3610	CANOPY TOP	160.00	960.00	45%	88.00	528.00
27	TBD	2	DSP6610	END PANEL	269.00	538.00	45%	147.95	295.90
28	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
29	BLACK	2	SCH-B	SINGLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15

**ESTEY SHELVING. RANGE D. SINGLE FACE. 5 SECTIONS. 42" TALL X 10" DEEP. INTEGRAL BACK STOPS. BASE PLUS 2 ADJUSTABLE. STEEL END PANELS AND CANOPY TOPS**

30	TBD	6	EDSUPT4210	UPRIGHT 42" X 10"	260.00	1,560.00	45%	143.00	858.00
31	TBD	10	DSTRUT36	OVERHEAD STRUT	87.00	870.00	45%	47.85	478.50
32	TBD	15	DBLIB3610A	INTEGRAL BACK SHELF ASSEMBLY WITH SLIDING WIRE BOOK SUPPORT	94.00	1,410.00	45%	51.70	775.50
33	TBD	5	WCLIP	WALL CLIP	2.00	10.00	45%	1.10	5.50

34	TBD	5	DCTS3610	CANOPY TOP	160.00	800.00	45%	88.00	440.00
35	TBD	2	DSP6610	END PANEL	269.00	538.00	45%	147.95	295.90
36	TBD	5	DSDKP36	KICK PLATE	59.00	295.00	45%	32.45	162.25
37	BLACK	2	SCH-B	SINGLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15

**ESTEY SHELVING, RANGE E, DOUBLE FACE, 3 SECTIONS, 42" TALL X 26" DEEP, DIVIDER TYPE, BASE PLUS 2 ADJUSTABLE, STEEL END PANELS AND CANOPY TOPS, MOBILE**

38	TBD	4	EDDUPT4213	UPRIGHT 42" X 13"	298.00	1,192.00	45%	163.90	655.60
39	TBD	6	DSTRUT36	OVERHEAD STRUT	87.00	522.00	45%	47.85	287.10
40	TBD	18	DDS3613A	DIVIDER TYPE SHELF ASSEMBLY WITH 5 DIVIDERS	157.00	2,826.00	45%	86.35	1,554.30
41	TBD	3	DCTD3626	CANOPY TOP	309.00	927.00	45%	169.95	509.85
42	TBD	2	DDP4226A	END PANEL	371.00	742.00	45%	204.05	408.10
43	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
44	BLACK	2	DCH-B	DOUBLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15
45	BLACK	1	DSCK-S	CASTER KIT, STARTER	321.00	321.00	45%	176.55	176.55
46	BLACK	2	DSCK-A	CASTER KIT, ADDER	138.00	276.00	45%	75.90	151.80

**ESTEY SHELVING, RANGE F, DOUBLE FACE, 3 SECTIONS, 42" TALL X 26" DEEP, DIVIDER TYPE, BASE PLUS 2 ADJUSTABLE, STEEL END PANELS AND CANOPY TOPS, MOBILE**

47	TBD	4	EDDUPT4213	UPRIGHT 42" X 13"	298.00	1,192.00	45%	163.90	655.60
48	TBD	6	DSTRUT36	OVERHEAD STRUT	87.00	522.00	45%	47.85	287.10
49	TBD	18	DDS3613A	DIVIDER TYPE SHELF ASSEMBLY WITH 5 DIVIDERS	157.00	2,826.00	45%	86.35	1,554.30
50	TBD	3	DCTD3626	CANOPY TOP	309.00	927.00	45%	169.95	509.85
51	TBD	2	DDP4226A	END PANEL	371.00	742.00	45%	204.05	408.10
52	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
53	BLACK	2	DCH-B	DOUBLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15
54	BLACK	1	DSCK-S	CASTER KIT, STARTER	321.00	321.00	45%	176.55	176.55
55	BLACK	2	DSCK-A	CASTER KIT, ADDER	138.00	276.00	45%	75.90	151.80



**ESTEY SHELVING. RANGE G. DOUBLE FACE. 3 SECTIONS. 42" TALL X 20" DEEP. INTEGRAL BACK STOPS. BASE PLUS 2 ADJUSTABLE. STEEL END PANELS AND CANOPY TOPS. MOBILE**

56	TBD	4	EDDUPT4210	UPRIGHT 42" X 10"	265.00	1,060.00	45%	145.75	583.00
57	TBD	6	DSTRUT36	OVERHEAD STRUT	87.00	522.00	45%	47.85	287.10
58	TBD	18	DBLIB3610A	INTEGRAL BACK SHELF ASSEMBLY WITH SLIDING WIRE BOOK SUPPORT	94.00	1,692.00	45%	51.70	930.60
59	TBD	3	DCTD3620	CANOPY TOP	273.00	819.00	45%	150.15	450.45
60	TBD	2	DDP4220A	END PANEL	337.00	674.00	45%	185.35	370.70
61	TBD	6	DSDKP36	KICK PLATE	59.00	354.00	45%	32.45	194.70
62	BLACK	2	DCH-B	DOUBLE FACE CARD HOLDER	6.50	13.00	45%	3.58	7.15
63	BLACK	1	DSCK-S	CASTER KIT. STARTER	321.00	321.00	45%	176.55	176.55
64	BLACK	2	DSCK-A	CASTER KIT. ADDER	138.00	276.00	45%	75.90	151.80

Product Total: 33,648.83

Freight: 5,888.55

Installation: 6,729.77

Total, supplied, delivered, and installed: 46,267.14

NOTE - Quote is valid for 30 days from date of issue.





for Adult DVDs, light oak in color



two of these, one for juvenile DVDs  
one for video games, blue and green



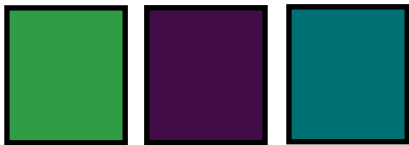
2 display units



in wall book return



Book trucks: one green, one purple, one teal



total from Demco with library discounts and shipping: \$6,674.83

# REQUEST FOR QUALIFICATIONS

Bid Number: 2023-07-17 Date Issued: July 17, 2023

Date & Time Bid Opening: Wednesday, August 2, 2023 @ 10:00 a.m.

## RFQ NOTICE

THE SALINE COUNTY LIBRARY IS REQUESTING QUALIFICATION STATEMENTS FROM CERTIFIED PUBLIC ACCOUNTANTS TO PERFORM THE FY2022 AUDIT FOR THOSE INDIVIDUALS/FIRMS INTERESTED IN BEING CONSIDERED BY THE LIBRARY FOR PROFESSIONAL SERVICES.

The Library will maintain these qualifications and review them when services are needed by the Library.

## INSTRUCTIONS TO RESPONDENTS

- 1. REQUEST FOR QUALIFICATIONS, SUBMISSION ADDRESS AND SUBMISSION DEADLINE.** Deliver responses to Patty Hector, Saline Library, Library Director, 1800 Smithers Dr., Benton, Arkansas 72015. Responses will be accepted until the Submission Deadline as stated above. Faxed or electronic responses are not considered sealed and cannot be accepted. Respondents shall not include any proposal of fees in the response. If any indication of fees is included, the response will not be accepted.
- 2. MODIFICATIONS AND AMENDMENTS.** The Saline Library shall have the right to modify the requirements prior to the Submission Deadline and will endeavor to notify all potential Respondents that have received a copy of the requirements, but failure to notify shall impose no obligation or liability on the Saline Library. Respondents are encouraged to visit <https://www.salinecountylibrary.org/about/our-library/policies/> for information regarding the existing Saline Library policies and procedures.
- 3. WITHDRAWAL OR REJECTION.** The Saline Library reserves the right to withdraw the Request for Qualifications for any reason. The Saline Library further reserves the right to accept or reject any responses and to waive any informality.
- 4. LATE RESPONSES.** Saline Library is not responsible for lateness or non-delivery of mail, carrier, etc. to the Saline Library, and the time and date recorded in the Library Director's office shall be the official time of receipt.
- 5. INCURRING COSTS.** The Saline Library is not liable for any cost or expenses incurred by the Respondent or any other person or entity in the preparation of their responses (including, without limitation, for attendance at any conferences or meetings related to this Request for Qualifications.)
- 6. INVITATION AMBIGUITY.** Any ambiguity in this Request for Qualifications as a result of omission, error, and lack of clarity or non-compliance by the Respondent with

the specifications, instructions, and all conditions of bidding shall be construed in the favor of the Saline Library.

### **EVALUATION CRITERIA**

In accordance with Arkansas Code Annotated § 19-11-803, in evaluating the qualifications of each firm, the Saline Library must consider the following criteria:

(1) The specialized experience and technical competence of the firm with respect to the type of professional services required;

(2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;

(3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and

(4) The firm's proximity to and familiarity with the area in which the project is located.

### **RESPONSE REQUIREMENTS**

Qualification statements should include:

1. History and experience
2. Staff capacity and qualifications
3. Audit team experience
4. List of three (3) references

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### **EXECUTION OF BID**

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this RFQ/RFP/BID including conditions set forth and pertinent information requests.

Name of Firm: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Arkansas Tax Permit No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:**

**Saline County Library  
1800 Smithers  
Benton, AR 72015**



## East End Branch Furnishings & Shelving Estimate

Library Interiors of Texas				Staples					TOTALS	
Shelving	Computer Furniture	Help Desk	Office Chair	Study Room Tables	Meeting Room Chairs	Office Desk	Computer Chairs	Lounge Seating	Total Furniture	Total Furniture & Shelving
\$ 37,372.00	\$ 5,431.00	\$ 3,700.00	\$ 535.00	\$ 450.00	\$ 1,025.00	\$ 1,500.00	\$ 1,800.00	\$ 3,236.00	\$ 17,677.00	\$ 55,049.00

## Proposal for Upgrading Library Access Control Equipment

The proposed access control equipment would replace and expand our current access control equipment at our Benton location. Under the new agreement, magnetic locks would be added to the double staff entry doors from the public area, the single staff-entry door into the workroom from the staff area, and the single staff-entry door behind the front desk. The proposed magnetic locks will work using a keycard or a code, just like our existing magnetic lock on our exterior staff-entry door.

The total cost to Johnson Controls for the installation: \$9,496.70

Total monthly cost (as this is Security as a Service): \$322.60

It is a 5-year contract. Under the terms of the agreement, we have the option of refreshing to new technology every 5 years at no cost.

Under our current contract with Johnson Controls, we are paying around \$337/month. The contract is through Sourcewell so it is pre-bid.

While the need is not urgent, the need does exist to provide increased security for our staff. The proposed equipment upgrade would do just that, while also modernizing our outdated access control system here in Benton. In the current climate, sadly, I feel that this is a necessary upgrade.