

**Saline County Library  
Board of Trustees  
Agenda**

**Date: 9/18/23 | 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 7/17/23 and 8/7/23 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 Audit Firm Based on RFQs Submitted
  - b. Draft 2024 Budget
  - c. Add new Branch Managers Susan Jacobs and Amanda Garrison as credit card holders. Remove Rebecca Kidder.
  - d. Policies and Procedures Review
    - i. Bylaws Review
    - ii. Board consideration of a patron request for two award (Moonbeam Awards) winning book series by Lane Walker: The Fishing Chronicles and the Hunting Chronicles.

Adjourn

Next regular board meeting November 13, 2023

# Saline County Library Board Meeting Minutes

July 17, 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	Arielle Wilson, Financial Coordinator
Will Gruber, County Attorney	Kathy Lewellan, Friends of the Library President

## 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.*  
*Patty announced that Community Librarian Alan Robinette will be the new Library Director of Arkansas State University Three Rivers College in Malvern and will be leaving us July 27th.*
- III. Minutes from the 5/22/2023; 6/26/2023; 7/6/2023 board meetings  
Nolley motioned to accept the minutes with an amendment to the 5/22/2023 minutes to change the verbiage from perspective to prospective under new business item i Board Member Recommendations. Conrad seconded the motion, which passed unanimously.
- IV. Discussion Items
  - a. Friends of the Library Report  
*Kathy Lewellan spoke and said that the Book Store is doing great! There have been a couple of changes to the Friends Board, Sandra Porter resigned as board secretary due to other commitments, Lisa Kennedy has been appointed as the new secretary.*
  - b. Director's Report  
Included in Packet
  - c. Library Management Team Report  
Included in Packet
- V. Unfinished Business
  - a. None

VI. New Business

a. Evaluate and Choose Legal Firm Based on RFQ's Submitted

Conrad moved to not select the firm that submitted an application and resubmit another RFQ to the Arkansas Democrat Gazette to reach a wider audience. Clemmer seconded that motion, which passed unanimously.

b. Approval of RFQ to Retain Audit Firm

Clemmer motioned to approve RFQ as presented to retain an audit firm. Nolley seconded that motion, which passed unanimously.

A special meeting has been set on August 7<sup>th</sup> at 3:30 PM to review and vote on new submissions.

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 or be deposited with the county treasure for the county public library fund.

*No motion necessary, we will have a change of practice to follow the county ordinance from 1978.*

d. East End Branch Furniture and Shelving Final Quotes

Clemmer motioned to accept the furniture and shelving quotes as presented. Conrad seconded that motion, which passed unanimously.

e. Proposal for Upgrade of Building Security Equipment (Access Control)

Clemmer motioned to accept the quote as presented. Conrad seconded the motion, which passed unanimously.

VII. Douglas adjourned the meeting at 5:27 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

# Saline County Library Board Meeting Minutes

August 7, 2023

## Attendees:

Marian Douglas, Board Chair  
Allison Nolley, Board Member  
Kara Conrad, Board Member  
Jamie Clemmer, Board Member  
Pat Bisbee, Quorum Court JP

Patty Hector, Library Director  
Leigh Espey, Library Manager  
Heather Phipps, Human Resources Manager  
Arielle Wilson, Financial Coordinator

## 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. No announcements made.*
- III. Unfinished Business
  - a. Selection of Law Firm  
Clemmer motioned to move forward with Quattlebaum, Groom & Tull for the RFQ for Legal Services. Conrad seconded that motion, which passed unanimously.
  - b. Selection of Accounting Firm  
*There were no submissions for the RFQ. We will be resubmitting to a wider audience with a due date of September 11<sup>th</sup> 2023.*
- IV. New Business
  - a. None
- V. Douglas adjourned the meeting at 3:54 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	2,373,418.59		2,373,418.59	-2,373,418.59	
4255 Advertising Income	350.00		350.00	-350.00	
4310 Book Sale	<b>219,271.99</b>	<b>-7,143.25</b>	<b>226,415.24</b>	<b>-226,415.24</b>	
4330 Copies/Printing	<b>14,991.18</b>		<b>14,991.18</b>	<b>-14,991.18</b>	
4350 Fines / Fees	<b>12,796.40</b>		<b>12,796.40</b>	<b>-12,796.40</b>	
4365 Fundraising	<b>2,011.99</b>		<b>2,011.99</b>	<b>-2,011.99</b>	
4370 Gifts/Memorials	157.50		157.50	-157.50	
4410 Interest Income	35,907.68		35,907.68	-35,907.68	
4455 Passport Fee	<b>36,155.00</b>		<b>36,155.00</b>	<b>-36,155.00</b>	
4470 Replacement Card	232.00		232.00	-232.00	
Discount Income	-3.00		-3.00	3.00	
<b>Total Revenue</b>	<b>\$2,695,289.33</b>	<b>\$ -7,143.25</b>	<b>\$2,702,432.58</b>	<b>\$ -2,702,432.58</b>	<b>37,831.98 %</b>
<b>GROSS PROFIT</b>	<b>\$2,695,289.33</b>	<b>\$ -7,143.25</b>	<b>\$2,702,432.58</b>	<b>\$ -2,702,432.58</b>	<b>37,831.98 %</b>
<b>Expenditures</b>					
3070 Rents, Land, & Buildings	8,416.00		8,416.00	-8,416.00	
<b>6560 Payroll Expenses</b>					
0100 Wages	1,197,772.72	1,830,236.22	-632,463.50	632,463.50	34.56 %
0600 Taxes (Fed, AR, SUTA)	89,476.73	120,000.00	-30,523.27	30,523.27	25.44 %
0800 Retirement	178,581.85	260,000.00	-81,418.15	81,418.15	31.31 %
0900 Insurance Benefits	<b>132,798.23</b>	<b>200,000.00</b>	<b>-67,201.77</b>	<b>67,201.77</b>	<b>33.60 %</b>
1000 Worker's Compensation		6,000.00	-6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	519.50	1,000.00	-480.50	480.50	48.05 %
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>1,599,149.03</b>	<b>2,433,236.22</b>	<b>-834,087.19</b>	<b>834,087.19</b>	<b>34.28 %</b>
<b>6700 Supplies</b>					
6700 Supplies	52.61		52.61	-52.61	
1600 Printing	8,026.72	10,000.00	-1,973.28	1,973.28	19.73 %
1700 General Supplies	<b>19,377.74</b>	<b>30,000.00</b>	<b>-10,622.26</b>	<b>10,622.26</b>	<b>35.41 %</b>
2000-1 Janitorial Supplies	7,902.47	8,000.00	-97.53	97.53	1.22 %
3300 Service Contracts	51,725.45	135,000.00	-83,274.55	83,274.55	61.68 %
<b>Total 6700 Supplies</b>	<b>87,084.99</b>	<b>183,000.00</b>	<b>-95,915.01</b>	<b>95,915.01</b>	<b>52.41 %</b>
<b>6800-1 Professional Services</b>					
6800-1 Professional Services	140.00		140.00	-140.00	
4900 Communications	<b>33,807.21</b>	<b>41,500.00</b>	<b>-7,692.79</b>	<b>7,692.79</b>	<b>18.54 %</b>
5000 Postage	7,604.05	12,000.00	-4,395.95	4,395.95	36.63 %
68-4500 Engineering & Architectural		5,000.00	-5,000.00	5,000.00	100.00 %
6800 Other Professional Services	<b>12,904.00</b>	<b>15,000.00</b>	<b>-2,096.00</b>	<b>2,096.00</b>	<b>13.97 %</b>
<b>Total 6800-1 Professional Services</b>	<b>54,455.26</b>	<b>73,500.00</b>	<b>-19,044.74</b>	<b>19,044.74</b>	<b>25.91 %</b>
<b>7000 Transportation</b>					
70-2500 Fuel for Library Vehicle Use	1,059.79	5,000.00	-3,940.21	3,940.21	78.80 %
70-5200 Fuel for Personal Vehicle Use	1,348.34	2,000.00	-651.66	651.66	32.58 %
70-5300 Airline and Rental Car		4,000.00	-4,000.00	4,000.00	100.00 %



# Saline County Library

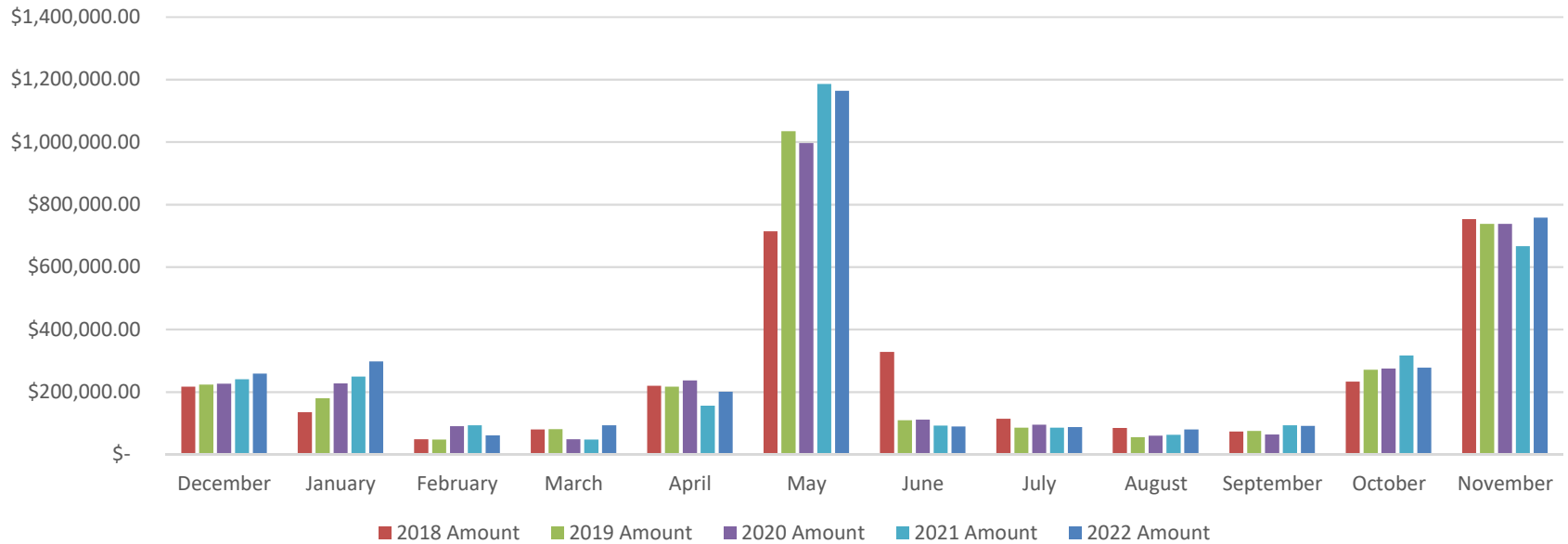
## Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

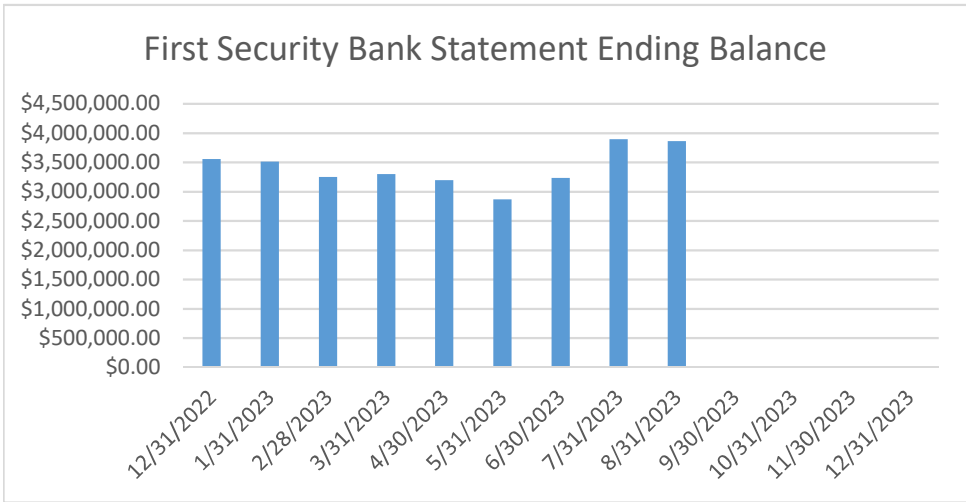
	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
<b>Total 7000 Transportation</b>	<b>2,408.13</b>	<b>11,000.00</b>	<b>-8,591.87</b>	<b>8,591.87</b>	<b>78.11 %</b>
7050 Advertising	26,731.91	35,000.00	-8,268.09	8,268.09	23.62 %
7100 Insurance					
71-5800 Fire and Extended Coverage	1,993.00	15,000.00	-13,007.00	13,007.00	86.71 %
71-5900 Vehicle Insurance	2,272.72	4,000.00	-1,727.28	1,727.28	43.18 %
<b>Total 7100 Insurance</b>	<b>4,265.72</b>	<b>19,000.00</b>	<b>-14,734.28</b>	<b>14,734.28</b>	<b>77.55 %</b>
72-6000 Utilities					
6100 Electricity	45,366.83	75,000.00	-29,633.17	29,633.17	39.51 %
6200 Gas	16,600.38	21,000.00	-4,399.62	4,399.62	20.95 %
6300 Water	3,373.98	6,500.00	-3,126.02	3,126.02	48.09 %
6400 Waste Disposal	3,809.60	8,000.00	-4,190.40	4,190.40	52.38 %
<b>Total 72-6000 Utilities</b>	<b>69,150.79</b>	<b>110,500.00</b>	<b>-41,349.21</b>	<b>41,349.21</b>	<b>37.42 %</b>
7300 Repairs and Maintenance	850.28		850.28	-850.28	
73-6500 Building and Improvements	29,332.66	35,000.00	-5,667.34	5,667.34	16.19 %
73-6600 Machinery and Equipment	5,291.65	15,000.00	-9,708.35	9,708.35	64.72 %
<b>Total 7300 Repairs and Maintenance</b>	<b>35,474.59</b>	<b>50,000.00</b>	<b>-14,525.41</b>	<b>14,525.41</b>	<b>29.05 %</b>
7400 Miscellaneous					
74-7300 Dues and Memberships	8,101.85	8,500.00	-398.15	398.15	4.68 %
7900 Meals and Lodging		4,000.00	-4,000.00	4,000.00	100.00 %
8200 Refund	175.28	2,000.00	-1,824.72	1,824.72	91.24 %
8600 Software	59,412.13	121,000.00	-61,587.87	61,587.87	50.90 %
<b>Total 7400 Miscellaneous</b>	<b>67,689.26</b>	<b>135,500.00</b>	<b>-67,810.74</b>	<b>67,810.74</b>	<b>50.04 %</b>
8500-1 All Programming	77,514.27	97,143.25	-19,628.98	19,628.98	20.21 %
8700 Staff Development	3,740.45	5,000.00	-1,259.55	1,259.55	25.19 %
8752 Fundraising Expenses	419.89	1,000.00	-580.11	580.11	58.01 %
8800 Books/Magazines/Video/Audio	316,906.81	550,000.00	-233,093.19	233,093.19	42.38 %
PLA-2022 2022 PLA Grant	3,061.32		3,061.32	-3,061.32	
<b>Total Expenditures</b>	<b>\$2,356,468.42</b>	<b>\$3,703,879.47</b>	<b>\$ -1,347,411.05</b>	<b>\$1,347,411.05</b>	<b>36.38 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$338,820.91</b>	<b>\$ -3,711,022.72</b>	<b>\$4,049,843.63</b>	<b>\$ -4,049,843.63</b>	<b>109.13 %</b>
Other Expenditures					
9100 Building and Furnishings	71,516.39	350,000.00	-278,483.61	278,483.61	79.57 %
9300 Machinery and Equipment	74,577.80	45,000.00	29,577.80	-29,577.80	-65.73 %
9500 Other Miscellaneous Expenditure	180.88	50,458.90	-50,278.02	50,278.02	99.64 %
9600 Friends Expenses	4,172.79		4,172.79	-4,172.79	
<b>Total Other Expenditures</b>	<b>\$150,447.86</b>	<b>\$445,458.90</b>	<b>\$ -295,011.04</b>	<b>\$295,011.04</b>	<b>66.23 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -150,447.86</b>	<b>\$ -445,458.90</b>	<b>\$295,011.04</b>	<b>\$ -295,011.04</b>	<b>66.23 %</b>
<b>NET REVENUE</b>	<b>\$188,373.05</b>	<b>\$ -4,156,481.62</b>	<b>\$4,344,854.67</b>	<b>\$ -4,344,854.67</b>	<b>104.53 %</b>

## TAX RECEIPTS

Date County Received	2018 Amount	2019 Amount	2020 Amount	2021 Amount	2022 Amount	2023 Amount	Difference from previous year
December	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 236,663.60	\$ (22,391.00)
January	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25	\$ 297,724.41	\$ 244,107.88	\$ (53,616.53)
February	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 60,717.21	\$ 82,586.40	\$ 21,869.19
March	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ 93,532.72	\$ 111,487.75	\$ 17,955.03
April	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ 201,091.45	\$ 297,178.59	\$ 96,087.14
May	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48	\$ 1,164,224.26	\$ 430,942.96	\$ (733,281.30)
June	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29	\$ 970,451.41	\$ 881,160.12
July	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59	\$ 87,308.16	\$ 98,906.02	\$ 11,597.86
August	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14	\$ 80,324.03	\$ 70,538.64	\$ (9,785.39)
September	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38	\$ 93,021.74	\$ 91,590.17		\$ (91,590.17)
October	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67	\$ 277,262.72		\$ (277,262.72)
November	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81	\$ 666,438.79	\$ 757,940.44		\$ (757,940.44)
	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 3,460,061.46		\$ (917,198.21)



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	\$3,894,611.45
8/31/2023	\$3,863,823.49
9/30/2023	
10/31/2023	
11/30/2023	
12/31/2023	





**Saline County Library Board**

2023 Budget Modification Form

Prepared By: Arielle Wilson

Date: 14-Sep-23

O T H E R  I N C O M E	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
						\$ -		\$ -	\$ -
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	2000-1	Janitorial	\$ 8,000.00	\$ 8,000.00	\$ 7,902.47	\$ 97.53	\$ 2,000.00	\$ 10,000.00	\$ 2,097.53
	3300	Other Miscellaneous Expenditure	\$ 53,958.90	\$ 50,458.90	\$ 180.88	\$ 50,278.02	\$ (2,000.00)	\$ 48,458.90	\$ 48,278.02
	9300	Machinery and Equipment	45,000.00	45,000.00	74,577.80	\$ (29,577.80)	40,000.00	\$ 85,000.00	\$ 10,422.20
	9100	Building and Furnishings	350,000.00	350,000.00	71,516.39	\$ 278,483.61	(40,000.00)	\$ 310,000.00	\$ 238,483.61
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -	
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					\$ -		\$ -	\$ -	
						\$ -			

# Library Management Team Report

## Director's Report

### September 2023

#### **Vehicle Break-Ins in Library Parking Lot**

Two staff vehicles were broken into and attempts were made to hotwire them. Both cars were the type that are easy to hotwire and supposedly have been used in a TikTok challenge.

<https://lifehacker.com/tiktokers-are-hot-wiring-these-hyundai-and-kia-cars-1850113943>

Leigh talked to the Benton Police Department to ask for patrol cars to make a pass around the parking lot in the late afternoon/evening hours. Staff have always been careful to go out to our cars as a group at closing. The break-ins actually happened late afternoon when patrons were still using the parking lot.

We've been asked to look into having more cameras as a deterrent. In the last seven years I believe there have only been two cases of accidents in our parking lot and one case of theft (when they took our Warm Wishes Christmas Tree) all of which were caught on camera, but none of which were able to be resolved because license plates were unreadable.

We recently switched our security camera software so we are able to add cameras now, however, to put them in the parking lot would require getting data out to the cameras which would be an expensive undertaking. All our cameras right now are attached to the building. The other option is to use cameras that work via wifi. Unfortunately, library wifi doesn't reach all the way out to the South parking lot. We need to upgrade our wifi (which is in next year's budget) before adding that type of camera. Those cameras would not be integrated with our security camera system for building cameras.

One thing we are taking care of now is removing the trees on the south side of the building to give better line of site for the cameras that are pointed towards the parking lot.

#### **New Employees**

We lost two Benton Managers in September--Bryant Branch Manager Rebecca Kidder to the City of Bryant and Public Services Manager Amanda Garrison to our new East End Branch. We are so fortunate that we found two great replacements: Madison Oden for Public Services and Susan Jacobs for Bryant Branch Manager. Both have experience in libraries and have hit the ground running.

Submitted by,  
Patty Hector

# **Library Management Team Report**

## **Library Manager**

### **September 2023**

#### **Public Services**

Since Amanda Garrison was promoted to Branch Manager: East End, we have filled in the vacancy she left in the Public Services Manager position with Madison Oden. Madison comes to the Saline County Library from the Faulkner County Library where she was the Assistant Branch Manager of the Mayflower branch.

#### **Passports**

Between May 18 and September 13, passport agents at the main location in Benton have executed 132 passport applications and assisted with numerous renewal applications and questions.

Our new Public Services Manager, Madison Oden, is in the process of becoming the newest passport agent.

#### **Gann Museum**

The plumbing has been completely repaired at the Gann, and we are in the process of getting the electrical back up and going in time for Museum Day on September 23.

#### **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 July 13 to September 13, Benton has completed 300 notarial acts.

Submitted by,  
Leigh Espey  
Library Manager

# **Library Management Team Report**

## **Branch**

### **September 2023**

#### **Bryant Statistics**

The Branch continues to be busy, which we love! In July, 5,890 patrons came into the building and 1,963 reference questions were answered. 154 notaries were completed and 59 passport applications were processed. 98 items were sold through the Used Book Sale, equaling \$332.50.

In August, there were a total of 5,311 patrons that entered the building, 1,770 reference questions answered, 174 notaries completed, and 68 passports processed. The Used Book sale sold 77 items, which totaled in \$210.00

#### **Seed Library**

The Seed Library is officially over for the year and 2023 was a huge success. Since the Seed Library was created in 2021, there are 1,267 total members. In 2023 alone, there were a total of 515 new members, 1,730 total requests, and 8,650 seed packs were dispensed. Almost 2,000 more seed packs were dispensed in 2023 than in 2022. It's great to see that the Seed Library is still thriving and popular. Anna has done a terrific job and continues to grow this program!

#### **Branch Program**

Recently, Becca Griffin hosted a Bluey program at the Branch. The program had almost 700 attendees, which is one of the highest that the Branch has hosted. There were great positive comments from patrons throughout the day and on social media.

#### **Staff Update**

I am sad to say this is my last board report, as I have resigned from the Branch Manager role. I look forward to everything the library continues to do!

Susan Jacobs will be starting as Branch Manager on September 11<sup>th</sup>. She has many years of experience!

Unfortunately, Julie Joiner has accepted a new position elsewhere. The Branch Youth Services Programmer: Teens position will be open soon.

Submitted by,  
Rebecca Kidder  
Branch Manager

# **Library Management Team Report**

## **Public Services**

### **September 2023**

#### **Statistics**

In July, computers were used 1561 times for 1038 hours and 38 minutes, 40 minutes on average, 1073 questions were asked (58 digital questions, 606 general questions, 208 reference questions, 201 technology questions) and 13493 patrons visited, an average of 540 per day. In August, computers were used 1509 times for 1083 hours and 19 minutes, 43 minutes on average, 1071 questions were asked (60 digital questions, 645 general questions, 139 reference questions, 227 technology questions) and 12408 patrons visited, an average of 460 per day.

#### **Staffing Report**

Things are changing in Public Services! Many staff have moved around to other departments, and new people have been hired! We have a full staff again with E'Yanne Whitaker moving up to full-time and Savannah Stone coming over from Bryant to fill another full-time role. Carol Fletcher and Anna Bivens have joined the library in part-time roles, and Bekah Hicks has joined as a shelver. Madison Oden has started as new Public Services Manager taking my place so I can move over to get the new East End branch up and running!

Submitted by,  
Amanda Garrison, MLS  
Public Services Manager

# **Library Management Team Report**

## **East End Library**

### **September 2023**

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

Interior work is continuing at the branch! The drywall is up and is being painted and flooring has been ordered and will hopefully be at least partially installed by the date of the board meeting. Furniture and shelving is not scheduled to arrive until the middle of November, so our opening date is creeping ever closer to 2024. We do hope to have some activities and tours of the space before everything is 100% ready to be open, but these have not been planned as of yet.

The materials mentioned in the last report (display units, dvd shelving and book carts) have arrived with the exception of the book drop, which is now a free-standing drop that will be placed on the sidewalk outside the front door.

Submitted by,  
Amanda Garrison, MLS  
East End Branch Manager



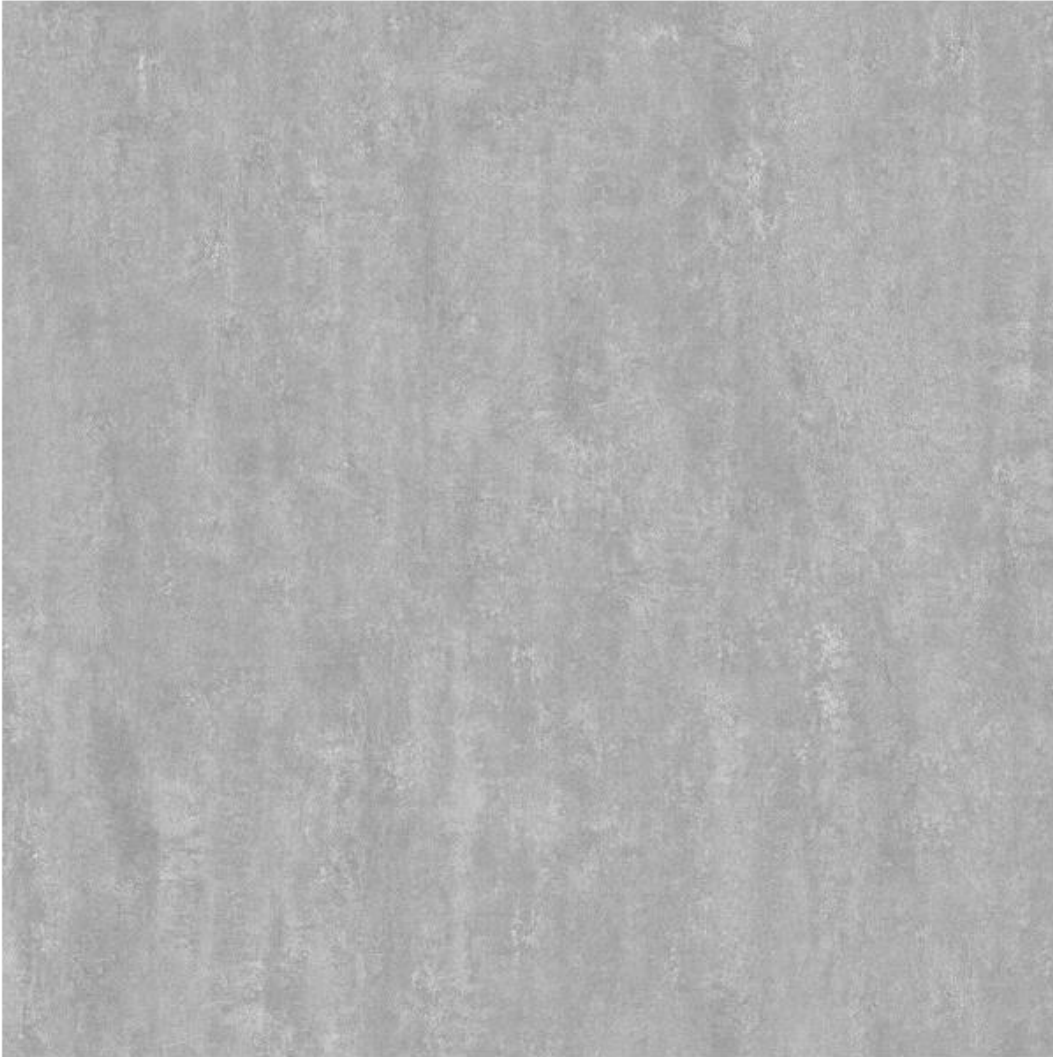








This will be in the main area, plus the office and server room.



This will be in the meeting room, the study rooms, the hallway, the closet, the bathroom and the break room.

SW 6519

## Hinting Blue

Interior / Exterior

Location Number: 185-C1



185

Hinting Blue



This is the paint color.

# **Library Management Team Report**

## **Community Engagement Department**

### **September 2023**

#### **Marketing**

September kicked off Library Card Sign Up Month! We have 13 sponsors and 40 businesses participating.

*Social Stats July 2023 to now:*

Facebook Reactions: 6,825

Facebook Link Clicks: 2,383

Facebook Posts: 507

Facebook New Fans: 203

Facebook Reach: 565,949

#### **Programming**

Joel moved from Public Services to the CED team as the Community Programmer, following Alan's leave. He hit the ground running and planned three events in his first two weeks! We have had success with numerous programs filling up and asking for second classes such as Floral Arranging, Unsolved Cases, and Rising Stars. Rising Stars has added an afterschool group with 16 kids, in addition to the 28 in the homeschool group.

July and August Stats

Programs- 34

Attendance- 322

#### **Outreach**

In July and August, we attended 4 events with a total of 705 engagements and 65 library card signups. We partnered with the Center for AR Legal Services to spread the word about Medicaid program changes and cohosted a tabling program at Alexander City Hall. 21 people attended our Tech Connect: Cybersecurity Basics course at the Bryant Senior Center in August. The Crossing at Angel Court has a new permanent story walk installation thanks to Eagle Scout Jessie from Troop 108 for his leadership in getting that project installed. The park now has 24 new concreted posts to allow families to walk the trail while enjoying a fun book tied to nature, science and the changing seasons. We are exploring the possibility of moving our Book Lockers from East End to the Alexander Community Center to allow new and existing patrons easier access to materials in their local area. Partnering with the community center will allow us to bring more digital literacy classes to the area, connect to families in the area, host new programs, and provide other resources.

Submitted by,

Kari Lapp

Community Engagement Manager

# **Library Management Team Report**

## **Youth Services**

### **September 2023**

#### **Summer Reading Wrap Up**

This year almost 1,300 children and teens 18 and under registered for summer reading. Nearly two-thirds of those were between the ages of 6 and 12. That age group and the teens had about 25% of registrants complete the program. This is on par with most of the past 8 summers. The 0-5 age group had a 55% completion rate. This is much higher than normal because of the daycare groups who registered this summer and read to the children in their care daily. 411 children ages 0-18 completed the summer reading program this year.

Program participation was very high this year. We had nearly 1,500 people participate in storytimes. Our school-aged programs had an attendance of over 650 children. We also saw about 300 children at outreach visits. Nearly 200 teens participated in programs this summer. The Makerspaces were visited by over 1,800 people in June and July.

#### **Bookmark Contest**

We had nearly 91 entries in the bookmark contest this year. Choosing only three for each of the three age categories was incredibly difficult. Our winners were Gatlin, age 6; Anita, age 9; and Diana, age 13. The winning bookmarks will be available at the youth services desks in Benton and Bryant.

#### **Fall Programs & Outreach**

Fall programming kick off at the beginning of September. This fall, we have six weekly storytimes, and a special storytime once a month. We also have two morning programs for preschool children that are not storytimes. We have nine afterschool programs each week for children 1<sup>st</sup> grade and up. Homeschool Hour also starts back in September. Last week was our first week and we had 67 kids ages 4-18.

We have also been able to set up many of our outreach visits again now that the schools are more open to outside visitors. Currently, we are visiting 12 different locations each month.

Makerspace open hours have changed back to fall hours. This fall, the Bryant Makerspace will be open on Tuesday mornings and Thursday afternoons. The Benton Makerspace will be open on Monday and Thursday mornings, Tuesday evenings,

Wednesday afternoons, and the morning of the 3<sup>rd</sup> Saturday of the month. In addition to these “all ages” times, on the first Friday of the month, the Benton Makerspace will be open from 9:00am-12:00pm for adults only.

Submitted by,  
Wendy Christy  
Youth Services Manager

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

**Building Operations Department**

**IT**

IT has been steadily working to get LPT One up and running, while working on getting our network moved over to the new servers. Geoff also helped Billy assemble multiple desks for the Community Engagement Department. On top of that, he has continued to address the day-to-day issues that pop up. The IT department currently has multiple projects in process:

-The East End branch: In the process of running data cable for network drops and security cameras

-Expanding security camera coverage in the parking lot in Benton

**Maintenance/Housekeeping**

On top of maintaining our properties, Billy assembled multiple desks for CED, assisted with gathering materials to re-tile the bathroom floor at the Gann, and worked to get some of the lighting restored at the Gann. We also started the process of getting UniFirst to take over providing our cleaning products and doing our house-keeping laundry, which should be in full effect by the end of September.

Brittton and Tatiana continued to make our buildings clean and presentable for staff and patrons alike. They are consistent in doing an amazing job and their hard work is displayed on a daily basis.

Submitted by,  
Rob Walton  
Building Operations Manager





# Saline County Library Draft Budget 2024

Item #	Budget Classification	2023	2024	Notes
<b>Personnel Budget</b>				
<b>Salaries</b>				
	Full-time Salaries	\$1,550,000.00	\$1,569,000.00	includes additional position for EE branch
	Part time Salaries	\$246,000.00	\$278,000.00	
	Step increases for 37 staff who qualify	\$34,236.22	\$36,321.00	2.5% step increase per library policy
	<b>Total Salaries</b>	<b>\$1,830,236.22</b>	<b>\$1,883,321.00</b>	
<b>Benefits</b>				
600	Payroll Taxes	\$120,000.00	\$120,000.00	
800	Noncontributory retirement (15.32%)	\$ 260,000.00	\$ 276,250.00	includes new position
900	Healthcare	\$ 200,000.00	\$ 200,000.00	We have no idea what healthcare costs will be yet
1000	Worker's Comp	\$6,000.00	\$6,000.00	
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	
	<b>Total Benefits</b>	<b>\$587,000.00</b>	<b>\$603,250.00</b>	
<b>Total Personnel Budget</b>		<b>\$2,417,236.22</b>	<b>\$2,486,571.00</b>	
<b>Other Services and Charges</b>				
<b>Supplies</b>				
1600	Printing	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$5,000.00	Contracting with Unifirst for some cleaning supplies
3070	Rents, Land & Building		\$50,500.00	East End Lease
3300	Service Contracts	\$135,000.00	\$85,000.00	
<b>Professional Services</b>				
4500	Engineering and Architectural	\$5,000.00	\$0.00	don't anticipate using this line item this year
4900	Communications	\$40,000.00	\$41,500.00	e-rate discount runs from July-June and discount is on AT&T bills for Internet only. Budgeted amount needs to reflect charges w/out e-rate discount
5000	Postage	\$12,000.00	\$12,000.00	passports, books-by-mail and ILL
6800	Professional Services	\$15,000.00	\$10,000.00	Attorney and 3rd Party Auditor
<b>Transportation</b>				
2500	Fuel for Vehicle Use	\$5,000.00	\$5,000.00	
5200	Mileage Reimbursement	\$2,000.00	\$2,000.00	
5300	Travel (airline and rental car, etc)	\$4,000.00	\$4,000.00	
<b>Advertising and Marketing</b>				
5500	Advertising and Marketing	\$35,000.00	\$35,000.00	
<b>Insurance</b>				
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	
<b>Utilities</b>				
6100	Electricity	\$75,000.00	\$75,000.00	
6200	Gas	\$21,000.00	\$23,000.00	
6300	Water	\$6,500.00	\$6,500.00	

6400	Waste Disposal	\$8,000.00	\$8,000.00	
	<b>Repairs and Maintenance</b>			
6500	Building and Improvements	\$35,000.00	\$15,000.00	
6600	Machinery and Equipment	\$15,000.00	\$15,000.00	
	<b>Miscellaneous</b>			
7900	Meals and Lodging	\$4,000.00	\$4,000.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	
8600	Computer Software	\$121,000.00	\$105,000.00	
8700	Staff Development	\$5,000.00	\$5,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00	
	<b>Materials</b>			
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	
9100	Building and Furniture	\$350,000.00	\$350,000.00	Replace carpet in Benton (didn't happen in 2023)
9300	Machinery and Equipment	\$45,000.00	\$69,000.00	Replacing public computers & printers
G2019				
9500	Miscellaneous (not earmarked)	\$53,958.90	\$60,929.00	
	<b>Total Other Services and Charges</b>	<b>\$1,707,458.90</b>	<b>\$1,693,429.00</b>	
	<b>Total Budget</b>	<b>\$4,124,695.12</b>	<b>\$4,180,000.00</b>	
	<b>Estimated Income</b>			
	Millage*	\$3,375,000.00	\$3,550,000.00	
	State Aid	\$147,000.00	\$147,000.00	
	Fines, Fees, and Copies	\$32,000.00	\$30,000.00	
	Interest	\$20,000.00	\$35,000.00	
	Rollover/Reserves	\$410,000.00	\$360,000.00	Take from reserves for carpet
	Passports	\$21,000.00	\$35,000.00	
	Book Sales	\$14,000.00	\$20,000.00	
	Fundraising	\$3,000.00	\$3,000.00	
	<b>Projected Revenue</b>	<b>\$4,022,000.00</b>	<b>\$4,180,000.00</b>	

\*estimate of previous year's tax receipts is used

## 3300 Service Contracts Breakout

Category	2024	
Adams Pest Control	\$1,048.00	
American Fire Protection	\$2,611.00	
EagleTechnologies (network backup services)	\$5,000.00	
Datamax - copiers	\$7,500.00	
Stirling (Website Hosting)	\$1,500.00	
Harrison Energy Partners (Benton Service Contract)	\$19,500.00	
Johnson Controls (Tyco) - security	\$3,601.00	get new price
Kone - Elevator	\$4,929.00	
Jones Heat and Air (Bryant Service Contract)	\$1,079.00	
Promas**	\$10,000.00	
Unifirst (cleaning supplies and laundry)	\$1,500.00	
Tech Logic - RFID & Self-check	\$4,000.00	
Terry's Window Cleaning	\$2,500.00	
Ingram Library Services	\$300.00	
B&T - lease books	\$1,495.00	
Amazon		free this year
Record Imaging Systems (microfilm reader service contract)	\$2,700.00	
Arkansas Dept of Labor (elevator License)	\$50.00	
TeamViewer (software for remote login)	\$1,350.00	
Greenspan Lawn Care	\$11,800.00	
<b>Total</b>	<b>\$82,463.00</b>	

\*\*3-year contract for Aerohive and Sonic Wall (wi-fi and security)

## Repairs and Maintenance Breakout

<b>6500 Building &amp; Improvements</b>	<b>2024</b>
AC Units in Bryant	\$8,000.00
<b>Total</b>	<b>\$8,000.00</b>

<b>6600 Machinery &amp; Equipment</b>	<b>2024</b>
Repairs for Traverse	\$2,000.00
<b>Total</b>	<b>\$2,000.00</b>

## 8500 Programming Breakout

Category	2024
Youth Services	\$40,000.00
Community Engagement	\$25,000.00
Makerspace	\$25,000.00
<b>Total</b>	<b>\$90,000.00</b>

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

## 8600 Computer Software Breakout

Category	2024	
Bamboo HR Software - yearly	\$7,000.00	
Adobe	\$4,669.00	
Envisionware Cloud Nine (printing/computer reservation)	\$738.00	
Envionsionware Central Mgmt	\$1,015.00	
Faronics (Deep Freeze--clears patron computers after use)	\$630.00	
Intuit (Quickbooks)	\$2,892.00	
Productive Corp. (Sophos) - IT security	\$13,913.00	
Wufoo - Forms	\$375.00	
Communico (Calendar/Event/Room Scheduling)	\$14,950.00	Contract up in July--switching to Libcal a much cheaper alternative
LibCal (new calendar/Event/Room scheduling)	\$2,000.00	new product starting July
PatronPoint (marketing software for patrons)	\$11,000.00	
Niche Academy (tutorials for website)	\$4,200.00	
Zoom	\$180.00	
BiblioCore (discovery layer for catalog)	**19,696	Mid-Ark pays from State Aid
Wave Video Making & Hosting	\$576.00	
Microsoft Office 365 (through Promas)	\$10,500.00	
Sirsi/Dynix (Symphony and Portfolio)	**24,602	Mid-Ark pays from State Aid
ILS (book locker maintenance)	\$2,390.00	
OCLC (cataloging and interlibrary loan)	\$25,000.00	
<b>Total</b>	<b>\$102,028.00</b>	

\*\* paid by Mid-Ark from state aid

## 8800 Materials Breakout

Category	2020	2021	2022	2023	2024
Benton Adult Audio	\$12,000	\$14,000	\$14,000.00	\$10,000.00	\$8,000.00
Benton Adult Books	\$50,000	\$38,000	\$37,500.00	\$37,500.00	\$35,000.00
Benton LP	\$24,000	\$20,000	\$20,000.00	\$16,000.00	\$16,000.00
Benton Adult CD	\$1,000	\$0	\$0.00	\$0.00	\$0.00
Benton Adult Video	\$60,000	\$48,000	\$41,600.00	\$31,100.00	\$26,000.00
Benton Children Audio	\$3,000	\$5,000	\$5,000.00	\$4,000.00	\$4,000.00
Benton Children Books	\$40,000	\$32,000	\$32,000.00	\$32,000.00	\$32,000.00
Benton Children Video	\$14,500	\$12,000	\$12,000.00	\$12,000.00	\$12,000.00
Benton Tablets	\$500	\$3,000	\$5,000.00	\$5,000.00	\$5,000.00
Benton Young Adult Audio	\$2,000	\$2,000	\$2,000.00	\$1,000.00	\$1,000.00
Benton Young Adult Books	\$6,000	\$6,000	\$6,000.00	\$6,000.00	\$6,000.00
Bryant Adult Audio	\$4,000	\$5,000	\$5,000.00	\$3,000.00	\$3,000.00
Bryant Adult Books	\$22,000	\$19,000	\$20,000.00	\$20,000.00	\$20,000.00
Bryant LP	\$10,000	\$10,000	\$10,000.00	\$8,000.00	\$8,000.00
Bryant Adult Video	\$24,000	\$15,000	\$15,000.00	\$12,500.00	\$12,500.00
Bryant Tablets	\$500	\$3,000	\$4,000.00	\$4,000.00	\$4,000.00
Bryant Children Audio	\$1,000	\$2,000	\$3,000.00	\$3,000.00	\$3,000.00
Bryant Children Books	\$10,000	\$9,000	\$10,000.00	\$10,000.00	\$10,000.00
Bryant Children Video	\$7,000	\$6,000	\$5,000.00	\$5,000.00	\$5,000.00
Bryant Young Adult Audio	\$500	\$500	\$500.00	\$500.00	\$500.00
Bryant Young Adult Books	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00
East End Adult Audio					\$1,000.00
East End Adult Books					\$12,000.00
East End LP					\$5,000.00
East End Adult Video					\$2,500.00
East End Tablets					\$500.00
East End Children Audio					\$1,500.00
East End Children Books					\$10,000.00
East End Children Video					\$2,500.00
East End Young Adult Audio					\$500.00
East End Young Adult Books					\$2,000.00
<b>Digital</b>	<b>\$106,000</b>	<b>\$142,000</b>	<b>\$153,000.00</b>	<b>\$181,000.00</b>	<b>\$181,000.00</b>
Spanish		\$6,000	\$2,000.00	\$2,000.00	\$2,000.00
Video Games	\$11,500	\$12,000	\$14,000.00	\$14,000.00	\$16,082.00
Board Games	\$0	\$0	\$0.00	\$1,000.00	\$1,000.00
RP	\$500	\$500	\$500.00	\$500.00	\$500.00

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

includes platform fee portion for SCL paid to Mid-Ark

Database Breakdown	
A - Z	\$ 2,625.00
Brainfuse	\$ 12,000.00
LinkedIn Learning	\$ 15,000.00
Newsbank	\$ 17,096.00
Fold3	\$ 4,315.00
Ancestry	\$ 2,160.00
Sanbourn Maps	\$ 1,332.00
Chilton's	\$ 4,980.00
Gale ebooks	\$ 641.00
Ebsco	\$ 11,663.00
RBDigital	
Heritage Quest	
NY Times	*2000
LIRC	\$ 5,442.00
	<b>\$ 77,254.00</b>

Genealogy, Obit, Newspapers

Small Engine Repair, LibraryAware, Consumer Reports

won't renew in January 2024

Nolo Press law replaces Law Depot

0%

## Capital Outlays Breakout

<b>9100 Building and Furniture</b>	<b>2024</b>
Replace carpet & paint	\$350,000.00
Office Chair replacements	\$2,000.00
<b>Total</b>	<b>\$352,000.00</b>

<b>9300 Machinery and Equipment Total:</b>	<b>2024</b>
Replace public computers	\$20,000.00
Replace vehicle	
Replace RFID equipment and self-checks	\$25,000.00
Security cameras	\$3,500.00
Upgrade wifi	\$10,000.00
Printers	\$2,000.00
Rebuild shed	\$8,000.00
<b>Total</b>	<b>\$68,500.00</b>

Additional cameras

replace Datamax printers as they go off contract



## Conference Attendance Breakout

Category	2024
5300 Travel (airline and rental car, etc.)	\$4,000.00
7900 Meals & Lodging	\$4,000.00
7300 Dues & Memberships	\$5,000.00
8700 Staff Development	\$5,000.00
<b>Total</b>	<b>\$18,000.00</b>

Conference	# of Attendees	Conf Fee	Total Conf Fee	Membership Fee	Total Membership Fee	Travel	Total Travel	Meals	Total Meals	Lodging	Total Lodging	TOTAL
Arkansas Library Association (ArLA)	4	\$150.00	\$600.00		\$0.00	\$60.00	\$240.00		\$0.00		\$0.00	\$840.00
LMCC (marketing)	2	\$400.00	\$800.00		\$0.00	\$400.00	\$800.00	\$180.00	\$360.00	\$200.00	\$400.00	\$2,360.00
NAEYC (early childhood education)	4	\$345.00	\$1,380.00	\$69.00	\$276.00	\$100.00	\$100.00	\$150.00	\$600.00	\$200.00	\$400.00	\$2,756.00
Public Library Assoc (conference is every other year)	3	\$347.00	\$1,041.00		\$0.00	\$500.00	\$1,500.00	\$300.00	\$900.00	\$200.00	\$600.00	\$4,041.00
			\$3,821.00		\$276.00		\$2,640.00		\$1,860.00		\$1,400.00	\$9,997.00

# Budget Narrative

## 2024

### **Possible COLA and Step Increases**

Heather put together a chart showing all the possible scenarios for an increase.

From the Compensation Policy:

*Step Rate Increase – merit/performance*

*Step rate increases are used to reward successful performance. Each year, the Saline County Library Board of Trustees will determine whether adequate funding for the step increase is available. In years in which the budget can support a step increase, staff with satisfactory performance will be increased by one step, or approximately 2.5%. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. The step rate increase is completely at the discretion of the library board.*

### **Additional Staffing for East End Branch**

We are asking to create a new full time position in 2024 for the East End Branch. In 2023 we have one full-time and one part-time and help from staff from other branches. We feel like we'll have a better idea what kind of staffing needs we will have next year. The position could turn into two part-time positions. We want to wait a few months to see how things shake out there.

### **Replace Computer Lab (Public) Computers and Wifi**

Our public computers are old (I think they were here before I was). We need to replace them and our wifi. We are hoping to use the Arkansas State contract to find a good deal. In the past we've tried buying from Dell, but they don't consider us a business or a non-profit. They don't have a government designation so I'm not sure how local government or state government purchases from them. The contracts with actual manufacturers that I've found are for brands we don't want to buy.

### **Replace RFID Equipment**

Our self-checks and RFID equipment were purchased in 2017. It's time to replace the security gates, the antennas (checkout pads) and self-check terminals. As it stands right now, we can't add another antenna for the new branch without purchasing additional slots (and you can't add just one—must be 12 at a time). We have had to remove one pad from Benton to send to East End. We will put out an RFP for the equipment.

Submitted by,  
Patty Hector  
Library Director

# Saline County Library Possible COLA & Step Increases 2024

2023 Annual	2.5% Step	New Annual	1% Increase without step	New Annual	2.5% Step + 1% inc	Annual	2% Increase without step	New Annual	2.5% Step + 2% Inc	New Annual	2.5% Increase without step	New Annual
\$1,813,511.96	\$1,849,832.53			\$1,831,647.08	\$1,867,967.65			\$1,849,782.20	\$1,886,102.77			\$1,858,849.76
	2.5% Step Inc	\$36,320.57	1% COLA Increase	\$18,135.12	1% COLA + 2.5% Step (3.5%)	\$54,455.69	2% COLA Increase	\$36,270.24	2.5% COLA + 2% Step (4.5% total)	\$72,590.81	2.5% COLA Increase	\$45,337.80

13 employees wouldn't get anything and the rest 2.5%

13 employees would get 1% and the rest 3.5%

13 employees would get 2% and the rest 4.5%

<b>2.5% Step + 2.5% Inc</b>	<b>New Annual</b>	<b>3% Increase without step</b>	<b>New Annual</b>	<b>4% Increase without step</b>	<b>New Annual</b>	<b>5% Increase without step</b>	<b>New Annual</b>
	\$1,895,170.33		\$1,867,917.32		\$1,886,052.44		\$1,904,187.56
<b>2.5% COLA + 2.5% Step (5% total)</b>	<b>\$81,658.37</b>	<b>3% COLA Increase</b>	<b>\$54,405.36</b>	<b>4% COLA Increase</b>	<b>\$72,540.48</b>	<b>5% COLA Increase</b>	<b>\$90,675.60</b>

13 employees would get  
2.5% and the rest 5%

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on September 18, 2023, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$8000
Leigh Espey, Library Manager	\$5000
<del>Rebecca Kidder</del> , Susan Jacobs, Bryant Branch Manager	\$5000
Amanda Garrison, East End Branch Manager	\$5000
Wendy Christy, Youth Services Manager	\$5000
Kari Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$8000
Billy Jack Osborne, Maintenance Coordinator	\$500
Saline County Library Travel	\$8000

Please cancel the credit cards for Rebecca Kidder \*4107, Alissa Turner \*2288, Billy Osborne \*4237, Kevin Benham \*4977, and Jill Martin \*8120.

Please issue a new credit card for Saline County Travel in the amount of \$8000, Amanda Garrison in the amount of \$5000, and Susan Jacobs in the amount of \$5000.

Signed,

Marian Douglas  
Chair, Library Board of Directors

Matt Brumley  
Saline County Judge