

**Saline County Library  
Board of Trustees  
Agenda**

**Date: 13 November 2023 | Time: 4:00 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 9/18/2023, 10/03/2023, and 10/25/2023 board meetings
4. Financial Reports
  - a. Income and Expense Reports
5. Discussion Items
  - a. Friends of the Library Report
  - b. Director's Report
  - c. Library Management Team Reports
6. Unfinished Business
  - a. Draft 2024 Budget
  - b. Complete Bylaws Review
  - c. Director Search
7. New Business
  - a. Full-Time Position: East End
  - b. Closures and In-Service Staff Dates for 2024
  - c. Board meeting dates for January and March 2024
    - i. January 8 or 22; the library is closed in observance of MLK Day January 15
    - ii. March 11 or 25; Spring Break is the week of March 18

Adjourn

Next regular board meeting either 8 or 22 January 2024

# Saline County Library Board Meeting Minutes

September 18, 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
Kolton Jones, 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  
*Public Comment was made by the following individual:*  
  
*Amanda Garrison*  
  
*Douglas announced we have a few guests joining us today. Jennifer Wann from the State Library is here to go over library board training, Andrew Dixon as representative from Quattlebaum, Grooms, & Tull, and Richard McKeown our new prospective board member.*  
  
*Hector introduced our new Bryant Branch Manager, Susan Jacobs and Public Services Manager, Madison Oden. She also announced that Youth Services Manager Wendy Christy has won the Ann Lightsey Children's Librarian Award for the Arkansas Library Association this year.*
- III. Minutes from the 7/17/2023; 8/7/2023 board meetings  
Clemmer motioned to accept the minutes as presented. Nolley seconded that motion which passed unanimously.
- IV. Financial Reports
  - a. Income and Expense Reports  
Nolley motioned to accept the reports with the correction to the millage and state aid lines. Conrad seconded that motion, which passed unanimously.
  - b. Budget Modification Report  
Conrad motioned to accept the Budget Modification Report as presented. Nolley seconded that motion, which passed unanimously.
- V. Discussion Items
  - a. Friends of the Library Report  
*Kathy Lewellan spoke and said that the Friends have received a lot of donations. They will be going to Bryant to help clear out donations. Board Member Carolyn Clements needed to resign for health reasons so Rachel Glenn has taken her place.*

b. Director's Report  
Included in Packet

Clemmer motioned to get an estimate for parking lot cameras. Conrad seconded that motion, which passed unanimously.

c. Library Management Team Report  
Included in Packet

VI. Unfinished Business  
a. None

VII. New Business

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

*We had no responses to the RFQ. Hector was asked to follow up with firms that had expressed interest but did not submit.*

b. Draft 2024 Budget

*No motion necessary, Hector will send draft to County Comptroller Angie Drummond.*

Board went into executive session from 4:16 PM to 4:27 PM

No action was taken during the executive session. The board would like to review a new salary schedule for 2024.

c. Add new Branch Managers Susan Jacobs and Amanda Garrison as credit card holders. Remove Rebecca Kidder

Conrad motioned to accept the credit card changes as presented. Clemmer seconded that motion, which passed unanimously.

We will hold a special board meeting on October 3<sup>rd</sup> at 4:00 PM to discuss items d., e., and f.

d. Policies and Procedures Review

e. Bylaws Review

f. Board consideration of a patron request for two award (Moonbeam Awards) winning book series by Lane Walker: The Fishing Chronicles and the Hunting Chronicles.

VIII. Douglas adjourned the meeting at 4:35 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

# Saline County Library Board Meeting Minutes

October 3, 2023

## Attendees:

Marian Douglas, Board Chair	Patty Hector, Library Director
Allison Nolley, Board Member	Leigh Espey, Library Manager
Kara Conrad, Board Member	Heather Phipps, Human Resources Manager
Jamie Clemmer, Board Member	Arielle Wilson, Financial Coordinator
Richard McKeown, Board Member	
Kolton Jones, County Attorney	

## Excused:

- I. Call to Order  
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment  
*No announcements or public comment was made*
- III. Unfinished Business
  - a. Policies and Procedure Review  
Clemmer motioned to delay discussion of the policies and procedures review because they had just received the edits from the lawyer that day and needed time to read. The request was to delay the discussion until next month with the exception of reviewing the request for purchase policy. Conrad seconded that motion which passed unanimously.  
  
Clemmer motioned that an appeal process be added to the request for purchase policy as presented:  
Step 1: Request Purchase  
Step 2: Accept/Deny  
Step 3: Appeal to Librarian who denied the purchase  
Step 4: Appeal to the Library Director  
Step 5: A committee will then meet with a board member and a final decision will be made. Nolley seconded that motion, which passed unanimously.  
  
Conrad motioned to amend the previous policy to approve that it will contain 3 committee members to be presented as a draft at the next board meeting. The committee will consist of the selector, the direct supervisor, and a board member. Nolley seconded that motion, which passed unanimously.
  - b. Bylaws Review  
*Board will continue the Bylaws Review at the next board meeting.*
  - c. Board consideration of a patron request for two award (Moonbeam Awards) winning book series by Lane Walker: The Fishing Chronicles and the Hunting Chronicles.  
*No action necessary due to change in the Request for Purchase Policy.*

IV. Douglas adjourned the meeting at 5:56 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

# Saline County Library Board Meeting Minutes

October 25, 2023

## Attendees:

Marian Douglas, Board Chair	Kolton Jones, County Attorney
Allison Nolley, Board Member	Pat Bisbee, Quorum Court Liaison
Kara Conrad, Board Member	Leigh Espey, Interim Library Director
Jamie Clemmer, Board Member	Heather Phipps, Human Resources Manager
Richard McKeown, Board Member	Arielle Wilson, Financial Coordinator
Matt Brumley, County Judge	

## Excused:

- I. Call to Order  
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment  
*No announcements or public comment was made*
- III. New Business
  - a. Develop Plan for Library Director Search  
Clemmer motioned to use ArLA (Arkansas Library Association), the county website, library website, and social media as a tool for ten days then expand the search out of state after the ten days is complete. Nolley added an amendment to motion to review applications at the November 13<sup>th</sup> board meeting and to keep the posting open ended until the position is filled. Conrad seconded that motion, which passed unanimously.
  - b. Discuss Interim Library Director Compensation  
  
Board went into executive session from 4:31 PM to 5:02 PM  
  
Nolley motioned to increase the Interim Library Director's salary and change the personnel status from Non-Exempt to Exempt. Conrad seconded the motion, which passed unanimously.
  - c. Complete Review of Board Bylaws  
Conrad motioned to table the bylaws review until the next regularly scheduled meeting. Clemmer seconded that motion, which passed unanimously.
  - d. Approve New Adult Section of Collection Development Policy  
Clemmer moved to approve the New Adult Section of the Collection Development Policy as presented. Conrad seconded the motion, which passed unanimously. Nolley added an amendment to the motion to strike the verbiage of the last sentence ""and is typically written by new adults for new adults". Conrad seconded, which passed unanimously.
  - e. East End Lease Agreement  
Clemmer motioned to accept the East End Agreement as presented, McKeown seconded the motion, which passed unanimously.

f. Credit Card Resolution

Conrad motioned to accept the Credit Card Resolution as presented, Nolley seconded the motion, which passed unanimously.

g. Updated Check Signer Form

Clemmer motioned to accept the Updated Check Signer Form as presented, Nolley seconded the motion, which passed unanimously.

h. Draft Budget

*The draft budget will be reviewed at the next regularly scheduled board meeting.*

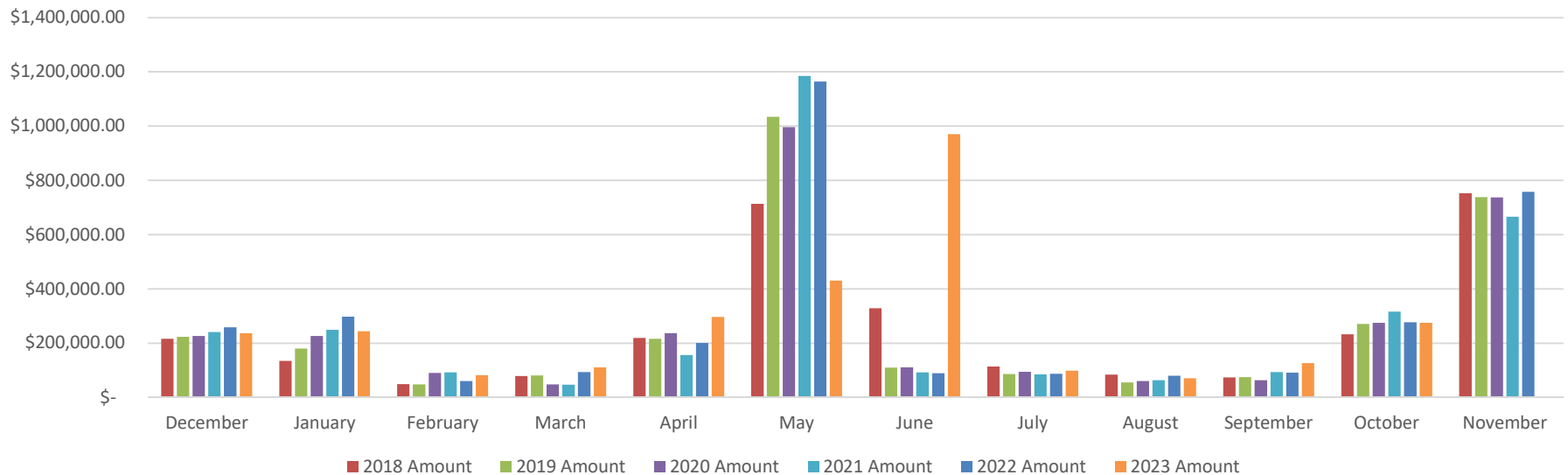
IV. Douglas adjourned the meeting at 6:10 PM.

Submitted by,

Heather Phipps  
Human Resources Manager

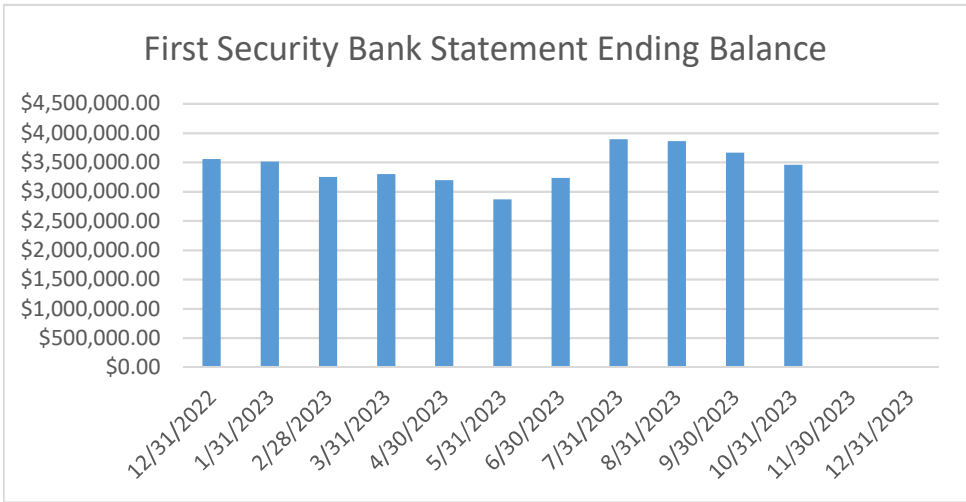
### TAX RECEIPTS

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	\$ 126,267.33	\$ 34,677.16
October	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67	\$ 277,262.72	\$ 275,584.60	\$ (1,678.12)
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	\$ 2,944,715.18	\$ (515,346.28)





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	\$3,663,502.82
10/31/2023	\$3,458,288.58
11/30/2023	
12/31/2023	



# Saline County Library

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
4150 Tax Receipts	2,669,130.58		-2,669,130.58	
4200 State Aid	100,855.96		-100,855.96	
4255 Advertising Income	1,450.00		-1,450.00	
4310 Book Sale	<b>47,845.62</b>		<b>-47,845.62</b>	
4330 Copies/Printing	<b>16,661.06</b>		<b>-16,661.06</b>	
4350 Fines / Fees	<b>14,200.06</b>		<b>-14,200.06</b>	
4365 Fundraising	<b>2,345.85</b>		<b>-2,345.85</b>	
4370 Gifts/Memorials	424.50		-424.50	
4410 Interest Income	42,898.62		-42,898.62	
4455 Passport Fee	<b>40,075.00</b>		<b>-40,075.00</b>	
4470 Replacement Card	260.00		-260.00	
Discount Income	-3.00		3.00	
<b>Total Revenue</b>	<b>\$2,936,144.25</b>	<b>\$0.00</b>	<b>\$ -2,936,144.25</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$2,936,144.25</b>	<b>\$0.00</b>	<b>\$ -2,936,144.25</b>	<b>0.00%</b>
<b>Expenditures</b>				
3070 Rents, Land, & Buildings	12,666.00		-12,666.00	
6560 Payroll Expenses				
0100 Wages	1,471,691.49	1,830,236.22	358,544.73	19.59 %
0600 Taxes (Fed, AR, SUTA)	109,756.07	120,000.00	10,243.93	8.54 %
0800 Retirement	219,500.54	260,000.00	40,499.46	15.58 %
0900 Insurance Benefits	<b>164,311.99</b>	<b>200,000.00</b>	<b>35,688.01</b>	<b>17.84 %</b>
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	690.50	1,000.00	309.50	30.95 %
200 Step increases for staff who qualify		16,000.00	16,000.00	100.00 %
<b>Total 6560 Payroll Expenses</b>	<b>1,965,950.59</b>	<b>2,433,236.22</b>	<b>467,285.63</b>	<b>19.20 %</b>
6700 Supplies	52.61		-52.61	
1600 Printing	10,026.22	10,000.00	-26.22	-0.26 %
1700 General Supplies	<b>24,335.48</b>	<b>30,000.00</b>	<b>5,664.52</b>	<b>18.88 %</b>
2000-1 Janitorial Supplies	10,495.07	10,000.00	-495.07	-4.95 %
3300 Service Contracts	66,668.51	135,000.00	68,331.49	50.62 %
<b>Total 6700 Supplies</b>	<b>111,577.89</b>	<b>185,000.00</b>	<b>73,422.11</b>	<b>39.69 %</b>
6800-1 Professional Services	161.18		-161.18	
4900 Communications		41,500.00	41,500.00	100.00 %
69-4900 Telephone/Internet	42,233.26		-42,233.26	
<b>Total 4900 Communications</b>	<b>42,233.26</b>	<b>41,500.00</b>	<b>-733.26</b>	<b>-1.77 %</b>
5000 Postage	13,038.95	12,000.00	-1,038.95	-8.66 %
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	<b>13,396.99</b>	<b>15,000.00</b>	<b>1,603.01</b>	<b>10.69 %</b>
<b>Total 6800-1 Professional Services</b>	<b>68,830.38</b>	<b>73,500.00</b>	<b>4,669.62</b>	<b>6.35 %</b>
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,372.16	5,000.00	3,627.84	72.56 %

# Saline County Library

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
70-5200 Fuel for Personal Vehicle Use	1,443.45	2,000.00	556.55	27.83 %
70-5300 Airline and Rental Car	768.02	4,000.00	3,231.98	80.80 %
<b>Total 7000 Transportation</b>	<b>3,583.63</b>	<b>11,000.00</b>	<b>7,416.37</b>	<b>67.42 %</b>
7050 Advertising	<b>32,910.34</b>	<b>35,000.00</b>	<b>2,089.66</b>	<b>5.97 %</b>
7100 Insurance				
71-5800 Fire and Extended Coverage	25,960.00	15,000.00	-10,960.00	-73.07 %
71-5900 Vehicle Insurance	2,272.72	4,000.00	1,727.28	43.18 %
<b>Total 7100 Insurance</b>	<b>28,232.72</b>	<b>19,000.00</b>	<b>-9,232.72</b>	<b>-48.59 %</b>
72-6000 Utilities				
6100 Electricity	61,688.74	75,000.00	13,311.26	17.75 %
6200 Gas	18,661.95	21,000.00	2,338.05	11.13 %
6300 Water	4,856.42	6,500.00	1,643.58	25.29 %
6400 Waste Disposal	4,589.24	8,000.00	3,410.76	42.63 %
<b>Total 72-6000 Utilities</b>	<b>89,796.35</b>	<b>110,500.00</b>	<b>20,703.65</b>	<b>18.74 %</b>
7300 Repairs and Maintenance	933.39		-933.39	
73-6500 Building and Improvements	30,910.26	35,000.00	4,089.74	11.68 %
73-6600 Machinery and Equipment	5,537.67	15,000.00	9,462.33	63.08 %
<b>Total 7300 Repairs and Maintenance</b>	<b>37,381.32</b>	<b>50,000.00</b>	<b>12,618.68</b>	<b>25.24 %</b>
7400 Miscellaneous				
74-7300 Dues and Memberships	8,481.85	8,500.00	18.15	0.21 %
7900 Meals and Lodging		4,000.00	4,000.00	100.00 %
8200 Refund	175.28	2,000.00	1,824.72	91.24 %
8600 Software	69,698.77	121,000.00	51,301.23	42.40 %
<b>Total 7400 Miscellaneous</b>	<b>78,355.90</b>	<b>135,500.00</b>	<b>57,144.10</b>	<b>42.17 %</b>
8500-1 All Programming	<b>81,612.56</b>	<b>90,000.00</b>	<b>8,387.44</b>	<b>9.32 %</b>
8700 Staff Development	7,928.74	5,000.00	-2,928.74	-58.57 %
8752 Fundraising Expenses	745.52	1,000.00	254.48	25.45 %
8800 Books/Magazines/Video/Audio	401,333.09	550,000.00	148,666.91	27.03 %
PLA-2022 2022 PLA Grant	3,061.32		-3,061.32	
<b>Total Expenditures</b>	<b>\$2,923,966.35</b>	<b>\$3,698,736.22</b>	<b>\$774,769.87</b>	<b>20.95 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$12,177.90</b>	<b>\$ -3,698,736.22</b>	<b>\$ -3,710,914.12</b>	<b>100.33 %</b>
Other Expenditures				
9100 Building and Furnishings	87,864.25	310,000.00	222,135.75	71.66 %
9300 Machinery and Equipment	85,231.72	85,000.00	-231.72	-0.27 %
9500 Other Miscellaneous Expenditure	191.95	48,458.90	48,266.95	99.60 %
9600 Friends Expenses	14,461.88		-14,461.88	
<b>Total Other Expenditures</b>	<b>\$187,749.80</b>	<b>\$443,458.90</b>	<b>\$255,709.10</b>	<b>57.66 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -187,749.80</b>	<b>\$ -443,458.90</b>	<b>\$ -255,709.10</b>	<b>57.66 %</b>
<b>NET REVENUE</b>	<b>\$ -175,571.90</b>	<b>\$ -4,142,195.12</b>	<b>\$ -3,966,623.22</b>	<b>95.76 %</b>

# **Library Management Team Report**

## **Director's Report**

### **November 2023**

#### **2024 Classification and Compensation Study**

Heather and I spoke with Blair Johanson and Michele Burns with JER HR Group. We are due for another study in 2024 but decided to wait until the new director was chosen before moving forward with the study. Hopefully, we can begin the process in January 2024.

#### **New Sweep Account**

Arielle worked with Angie Drummond, Saline County Comptroller, and Holly Payne, Saline County Treasurer, to setup the sweep account for all library funds to be deposited in first each month. The new process for depositing and receipting went live November 1. All three offices have had great communications throughout this transition period and have created a streamlined method for documenting all monies deposited for both the county level records and the library's records.

#### **Closures and In-Service Dates for 2024**

- We do not have a set date each year for staff in-service. I would like to set aside the second Monday in October each year as a recurring staff in-service day. For 2024, I would also like to ask for January 10 as a staff in-service day. We have several new staff members, and while we have a great on-boarding process where each new person visits every department to learn what happens within that department, it is beneficial to get all staff together for cohesive training.
- As the state is gearing up for the total solar eclipse that will take place on 8 April 2024, Saline County is a prime area for totality. Experts are suggesting that people stay off the roads that day due to the overwhelming influx of people to our area. I would like to request that the library close for that day.

#### **Passport Services**

Between September 14 and November 8, passport agents at the main library in Benton have executed 64 new passport applications and assisted with numerous renewal applications and questions.

This is the slow season with passports and is also time for current agents to complete their recertification. Each calendar, passport agents are required to recertify to ensure we are aware of any changes that have been implemented.

We are also in the process of adding several new agents to keep up with the demand and ensure we have agents available all days the library is open.

## Gann Museum

Cody Berry is back at the Gann Museum since all utilities have been repaired. He has created a wonderful veterans display at the museum in which every piece is from a different veteran. The museum is back open its normal schedule, and we are planning a 130<sup>th</sup> Celebration in December.



Submitted by,  
Leigh Espey

# Library Management Team Report Bryant Branch November 2023

## Statistics

In September, our public computers were used 627 times for 392 hours. The average computer session lasted for 38 minutes. We had 5,690 patrons visit with a daily average of 190 visitors. We notarized 59 documents and submitted 42 passport applications. Our best attended program was a children's program based on the TV show Bluey and had 650 patrons in attendance. We made 122 new library cards.

In October, the public computers were used 617 times for 343 hours with an average of 43 minutes each session. 6,027 patrons visited the branch with an average of 200 patrons per day. We notarized 73 documents and submitted 22 passport applications. Our best attended program was Trunk or Treat held on October 28. We had 281 tiny ghosts and goblins enjoy the program. We made 135 new library cards.

## Staffing Report

We lost several staff members during the late summer and replaced the following positions during September and October:

- Branch Manager – Susan Jacobs
- Teen Librarian – Lyndsey Ammons
- Library Assistant – Chloe Bridges
- Shelver – Kristen Hardy

Submitted by,

Susan Jacobs  
Branch Manager

# **Library Management Team Report**

## **Building Operations Department**

### **November 2023**

#### **Building Operations Department**

##### **IT**

The main focus of IT has been getting LPT One, our print service provider for patrons, up and running. I am happy to report that it will be implemented on November 20<sup>th</sup>. We also updated all of our servers to the newest operating system, Server 2022, and have removed the old equipment completely from our network. Geoff has been keeping things running smoothly on the IT side of things and continues to proactively address issues on a daily basis.

I have been working on getting our East End branch up and running from a technical standpoint. The data cables have all been run and I will be terminating all of them in the coming weeks.

I have also been working on getting security cameras in our parking lot in Benton and am awaiting three quotes for getting that work done. I expect to have solid numbers before the Thanksgiving holiday.

##### **Maintenance/Housekeeping**

We have been doing our best to prepare for the coming winter. We have stocked up on sand for potentially icy walkways entrances and have also insulated the outdoor sprinkler controls to prevent them from freezing up and potentially bursting. We will be replacing/reinstalling snow guards on the front overhang in Benton and will be inspecting the roofs at all of our properties to see if any others need to be replaced.

On top of all of this, Billy has been working very hard to keep the properties in good shape and running smoothly. He is working to get all of the interior light bulbs in the public spaces in Benton and Bryant replaced and converted to LED bulbs, which will be long-term financial savings.

Unifirst is up and running and now provides all of our cleaning rags, towels, surface and floor cleaners. They also provide our laundry service for the towels and rags.

Brittton and Tatiana have kept up with the cleanliness of our properties and continue to do a phenomenal job. We have received multiple compliments from patrons in Benton and Bryant about how good everything looks. Brittton, Tatiana, and Billy deserve all of the credit for making our buildings presentable and clean for patrons and staff alike.

Submitted by,  
Rob Walton  
Building Operations Manager

# Library Management Team Report

## Community Engagement Department

### November 2023

#### Marketing

September was Library Card Sign Up Month. We had 340 new patrons and 501 card renewals. I am waiting on the stats from our community partners and sponsors about their discounts but several did message saying it was a huge hit and they wanted to continue the discount year round. I am working on that project. November 5 -9 Brent and I are in Indianapolis at the annual Library Marketing Communications Conference. This is such a good conference and we learn so much! Facebook is so close to hitting 12,000 followers! We anticipate that will happen by the end of the month.

Social Stats Sept 4 to now:

Facebook Reactions: 5,666

Facebook Link Clicks: 2,047

Facebook Posts: 569

Facebook New Fans: 137

Facebook Reach: 353,498

#### Programming

Our passive pumpkin decorating contest was a HUGE hit in October. We had 33 patron pumpkins and 3 staff pumpkins entered between both branches. 730 patrons voted on their favorite pumpkins. Our recurring programs are hanging in with steady attendance and seeing regulars. Rising Star Players (for kids) has added an after-school program. 11 kids are in the after-school program and 30 in the homeschool program. Auditions for both plays just finished! Several of our registration programs such as Floral Arranging and Adult Art Studio continue to fill up quickly and have great turn out.

September and October Stats:

Programs- 45

Attendance- 194 (plus 730 for passive pumpkin contest)

#### Outreach

In September we attended September 3rd Thursday and Bryant Fall fest. In October we attended the City of Alexander's first ever Fall Fest, Leadership Saline Cheese Dip Festival, Old Fashioned Day, Ghost Town, and the Manor Nursing Home Resource Fair. We signed up a total of 82 cards between all the events. We have continued our Bookmobile program in East End and the story walk at the Crossing at Angel Court has been updated with a new story. The Hot Springs Village Coronado Center Library partnered with us to host a Jigsaw Puzzle Tournament with 17 participants. We are working on the Saline County Broadband Committee in its effort to survey and collect data for the AR State Broadband office.

Submitted by,

Kari Lapp

Community Engagement Manager



**Library Management Team Report**  
Department  
November 2023

**East End Library Updates**

The East End branch continues to progress slowly. We are hoping to have flooring installed in the next couple of weeks which will mean we can have a bathroom installed as well! Shelving has been delayed again with a ship date around the middle of December. This order has our shelving, the circulation desk and the computer table. Books have begun arriving in Technical Services and will be processed and stored, so once we have floor at least, we'll be able house items here and wait patiently for our shelving to arrive.

The mural is coming along fantastically, and I know our patrons will love to see all of the hard work our muralist has put in. The mural will also be able to act as a sort of I-Spy game we can play with patrons and may have pieces that can be swapped out for seasons. This is not visible yet, but it will be amazing. Please enjoy the attached photo of the mural!

Submitted by,  
Amanda Garrison, MLS  
East End Branch Manager



# **Library Management Team Report**

## **Public Services**

### **November 2023**

#### **Statistics**

In September, computers were used 980 times for 742 hours and 44 minutes, 45 minutes on average, 677 questions were asked (42 digital questions, 410 general questions, 51 reference questions, 174 technology questions) and 11,773 patrons visited, an average of 453 per day. We had 153 new library cards. In October, computers were used 1,058 times for 763 hours and 18 minutes, 43 minutes on average, 681 questions were asked (52 digital questions, 439 general questions, 50 reference questions, 132 technology questions) and 11,623 patrons visited, an average of 447 per day. We had 82 new library cards.

#### **Staffing Report**

Sadly, we lost one of our full timers, Haley Johnson, but we've hired Nathan Clay to fill the position. He's been working out well, and we're excited to have him on the team.

Submitted by,  
Madison Oden  
Public Services Manager

# **Library Management Team Report**

## **Youth Services**

### **November 2023**

#### **Trunk or Treat**

The Saturday before Halloween, our department (along with Kari from CED, Danyelle from Technical Services, and E'Yanne and Anna from Public Services) put on a trunk or treat in Bryant. The rain meant we had to move the event inside, but we still had 281 people come to trick or treat with us. 57 people attended the Halloween storytime before the games started.

#### **Programs & Outreach**

In September and October, members of the youth services department saw nearly 1,400 kids at outreach visits and events. During this time, we had over 900 people attend storytimes, and nearly 700 at homeschool hour. Our afterschool programs have also been very well attended. We have had around 455 kids attend programs after school.

#### **Winter Reading Bingo Challenge**

Our winter reading challenge this year will be set up like a bingo card, but we will be counting the number of completed squares instead of bingos. We have prizes for 15 squares and a blackout for children. The adults will receive a prize for 15 squares, and will be entered into a drawing on completion of a blackout. The program runs from November 20 through January 31. We sent out information to all of the local schools and will be promoting the challenge on social media as well.

Submitted by,  
Wendy Christy  
Youth Services 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	\$1,610,000.00	includes additional position for EE branch
	Part time Salaries	\$246,000.00	\$280,000.00	this includes Gann Museum Employee and new PT Employee at East End added during 2023
		\$34,236.22	\$141,624.50	COLA INCREASE @ 8%
	<b>Total Salaries</b>	<b>\$1,830,236.22</b>	<b>\$2,031,624.50</b>	
<b>Benefits</b>				
600	Payroll Taxes	\$120,000.00	\$130,000.00	
800	Noncontributory retirement (15.32%)	\$ 260,000.00	\$ 278,500.00	includes new position for EE BRANCH
900	Healthcare	\$ 200,000.00	\$ 224,000.00	Anticipating a 12% - 33% increase per county
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>\$639,500.00</b>	
<b>Total Personnel Budget</b>		<b>\$2,417,236.22</b>	<b>\$2,671,124.50</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	\$10,000.00	Contracting with Unifirst for some cleaning supplies & laundering Will still have janitorial supply costs outside scope of Unifirst's offerings
3070	Rents, Land & Building		\$53,000.00	East End Lease
3300	Service Contracts	\$135,000.00	\$85,000.00	reduced based on 2023 actuals
<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	\$13,000.00	passports, books-by-mail and ILL working with stamps.com to reduce postage cost by .05 per letter
6800	Professional Services	\$15,000.00	\$70,000.00	\$5,000 for previous Wage Analysis Added \$50k from reserves here for Attorney & 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	\$30,000.00	increased based off 2023 actuals
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	
<b>Utilities</b>				
72-6100	Electricity	\$75,000.00	\$85,000.00	Increased for East End Addition

72-6200	Gas	\$21,000.00	\$23,000.00	increased based off 2023 actuals & EE
72-6300	Water	\$6,500.00	\$7,500.00	increased based off 2023 actuals & EE
72-6400	Waste Disposal	\$8,000.00	\$5,500.00	reduced waste cost by \$2.8k with Republic Svcs
	<b>Repairs and Maintenance</b>			
73-6500	Building and Improvements	\$35,000.00	\$35,000.00	majority of costs in 2024 will come from new purchases. See LOA 9100
73-6600	Machinery and Equipment	\$15,000.00	\$15,000.00	
	<b>Miscellaneous</b>			
7900	Meals and Lodging	\$4,000.00	\$7,000.00	
74-7300	Dues and Memberships	\$5,000.00	\$9,500.00	increased based off 2023 Actuals
8200	Refunds	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	
8600	Computer Software	\$121,000.00	\$110,000.00	reduced based off 2022 & 2023 Actuals
8700	Staff Development	\$5,000.00	\$6,000.00	ELLA & SHRM
8752	Fundraising	\$1,000.00	\$1,000.00	
	<b>Materials</b>			
8800	Books, Magazines, and other sources	\$550,000.00	\$560,000.00	
9100	Building and Furniture	\$350,000.00	\$402,000.00	Replace carpet in Benton (didn't happen in 2023) added \$50k from reserves here-AW
9300	Machinery and Equipment	\$45,000.00	\$69,000.00	Replacing public computers, printers, & WiFi equipment
9600	Friends Expenses	\$14,396.00	\$10,000.00	Sensory Walk Bryant, supplies for happy sacks This line was not on orig draft budget
G2019				
9500	Miscellaneous (not earmarked)	\$53,958.90	\$27,075.50	
	<b>Total Other Services and Charges</b>	<b>\$1,721,854.90</b>	<b>\$1,857,075.50</b>	
	<b>Total Budget</b>	<b>\$4,139,091.12</b>	<b>\$4,528,200.00</b>	
	<b>Estimated Income</b>			
	Millage*	\$3,375,000.00	\$4,200,000.00	
	State Aid	\$147,000.00	\$147,000.00	Kept the same b/c we are currently sitting at \$100,855.96
	Fines, Fees, and Copies	\$32,000.00	\$30,000.00	should have made more, but printing software was down
	Interest	\$20,000.00	\$64,000.00	
	Rollover/Reserves	\$410,000.00	\$410,000.00	
	Passports	\$21,000.00	\$40,000.00	
	Book Sales	\$14,000.00	\$45,000.00	increased based off 2023 Actuals We are also going to sell donated & weeded books on Amazon beginning in 2024
	Fundraising	\$3,000.00	\$2,200.00	
	<b>Projected Revenue</b>	<b>\$4,022,000.00</b>	<b>\$4,938,200.00</b>	

\*received projected millage revenue from Saline County Comptroller

## 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>	\$106,000	\$142,000	\$153,000.00	\$181,000.00	\$181,000.00
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	\$ 10,900.00
Hoopla	\$ 55,000.00
Overdrive	\$ 101,000.00
	<b>\$ 186,900.00</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%

### Conference Attendance Breakout

Category	2024
5300 Travel (airline and rental car, etc.)	\$1,700.00
7900 Meals & Lodging	\$7,000.00
7300 Dues & Memberships	\$276.00
8700 Staff Development	\$4,696.00
70-5200 POV Mileage	\$170.30
<b>Total</b>	<b>\$13,842.30</b>

(pricing for ELLA and SHRM could be different)

Conference	Days	# of Attendees	8700		7300		5300		7900		7900		70-5200		TOTAL
			Conf Fee	Total Conf Fee	Membership Fee	Total Membership Fee	Air/Renta I Car	Total Air/Renta I Car	Meals	Total Meals	Lodging	Total Lodging	Mileage	Total POV Mileage	
Arkansas Library Association (ArLA)		4	\$150.00	\$600.00		\$0.00				\$0.00		\$0.00	\$42.58	\$170.30	\$770.30
Arkansas SHRM Conference		3	\$375.00	\$1,125.00		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00			\$1,125.00
ELLA Conference		2	\$275.00	\$550.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$550.00
NAEYC (early childhood education)	4	4	\$345.00	\$1,380.00	\$69.00	\$276.00	\$200.00	\$200.00	\$150.00	\$2,400.00	\$200.00	\$400.00			\$4,656.00
Public Library Assoc (conference is every other year)	4	3	\$347.00	\$1,041.00		\$0.00	\$500.00	\$1,500.00	\$300.00	\$3,600.00	\$200.00	\$600.00			\$6,741.00
			\$4,696.00		\$276.00		\$1,700.00		\$6,000.00		\$1,000.00		\$170.30		\$13,842.30



### Projected Revenue 2024

Revenues	2023 Actuals as of 10/20/2023	2024 projection	
Millage*	4,200,000.00	\$4,200,000.00	
State Aid	100,855.96	\$147,000.00	Kept the same b/c we are currently sitting at \$100,855.96
Fines, Fees, and Copies	30,359.94	\$30,000.00	should have made more, but LPT1 was down
Interest	64,090.92	\$64,000.00	
Rollover/Reserves	410,000.00	\$410,000.00	
Passports	39,165.00	\$40,000.00	
Book Sales	46,510.07	\$45,000.00	increased based off 2023 Actuals We are also going to sell donated & weeded books on Amazon beginning in 2024
Fundraising	2,215.49	\$2,200.00	
<b>Projected Revenue</b>	<b>4,893,197.38</b>	<b>4,938,200.00</b>	

\*received projected millage revenue from Saline County Comptroller

First Security MM Interest	
12/30/2022	3516.69
1/31/2023	4498.45
2/28/2023	4456.95
3/31/2023	5599.01
4/28/2023	4906.84
5/31/2023	5441.32
6/30/2023	5334.88
7/31/2023	5670.23
8/31/2023	6990.94
9/29/2023	6675.61
10/31/2023	5500 est
11/30/2023	5500 est
<b>Total:</b>	<b>64090.92</b>

#### Reserves calculation

410000	2023 reserves
200000	surplus from 2024 projected millage
-50000	Attorney & Auditor Fees
-50000	Carpet & paint capital expenditures
<b>510000</b>	<b>Total in reserve</b>

## 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	\$5,250.00
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	\$0.00
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>\$84,112.00</b>

Free 2023 & 2024

\*\*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

LOA

	Category	2024	Notes
8500	Youth Programming	\$32,000.00	
8550-1	Community Engagement	\$10,000.00	
8570	Makerspace	\$20,000.00	
8550	Adult Programming	\$28,000.00	
	<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	\$3,000	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	\$2,000	General supplies for programs, open hours, circulating kit replenishment <del>and grab &amp; go kits</del> cancelling grab & go kits
Total	\$20,000	

## 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

## Capital Outlays Breakout

<b>9100 Building and Furniture</b>	<b>2024</b>
Replace carpet & paint	\$400,000.00
Office Chair replacements	\$2,000.00
<b>Total</b>	<b>\$402,000.00</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