

**Saline County Library
Board of Trustees
Agenda**

**Date: 9 January 2024 | Time: 4:15 p.m.
1800 Smithers, Benton, AR**

1. Call to Order
2. Announcements/Public Comment - Speakers must complete the Request to Speak Before the Board form and have it turned in to the Library Director or any Board Member by noon of the day of the board meeting.
3. Minutes from the November 13, December 5, 11, 14, and 19 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. Review of Board Bylaws and library policies
7. New Business
 - a. Deletion

Adjourn

Next regular board meeting 11 March 2023

Saline County Library Board Meeting Minutes

November 13, 2023

Attendees:

Marian Douglas, Board Chair	Kolton Jones, County Attorney
Allison Nolley, Board Member	Pat Bisbee, Quorum Court JP
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 Manager
Matt Brumley, County Judge	Phyllis Tucker, Friends of the Library Representative

Excused:

- I. Call to Order
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment
No announcements or public comment made
- III. Minutes from the 9/18/2023, 10/03/2023, and 10/25/2023 board meetings
Clemmer motioned to accept the 9/18/2023 minutes as presented. Nolley seconded that motion which passed unanimously. McKeown motioned to accept the 10/03/2023 minutes as presented. Clemmer seconded that motion which passed unanimously. Conrad motioned to accept the 10/25/2023 minutes as presented. McKeown seconded that motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Clemmer motioned to accept the Income and Expense reports as presented. Conrad seconded that motion which passed unanimously.
- V. Discussion Items
 - a. Friends of the Library Report
Phyllis Tucker spoke about how they are receiving amazing donations from the public to put in the book store and patrons are very happy! Donations have been made to the VA so veterans will have books to read in the hospital. FOL board members have contributed over 120 volunteer hours and the volunteers have contributed 74 hours. The happy sacks and read to a fuzzy friend bags are a hit! Making over \$1,721.
 - b. Director's Report
Included in Packet
No motion necessary, informational only.
 - c. Library Management Team Report
Included in Packet
No motion necessary, informational only.

VI. Unfinished Business

a. Draft 2024 Budget

Nolley motioned to give all current employees an 8% COLA increase for January 1st 2024. Clemmer seconded that motion, which passed unanimously.

Nolley motioned to accept the 2024 budget as presented. Conrad seconded that motion, which passed unanimously.

Financial Manager Arielle Wilson mentioned that during the meeting with Forvis, it was stated that it would be “fraud, waste, and abuse” of governmental funds to have two audits.

Judge Matt Brumley stated that he had a meeting with the Forvis team to clarify what exactly would be needed during this 2nd audit. There would be an audit of library financial practices, make sure the library is in line with IRS standards, and that the library is following county ordinances. Forvis stated that seems like something they could do.

The board asked County Attorney Kolton Jones to draft an RFQ with this verbiage to send out for the third party audit.

b. Complete bylaws review

No motion at this time. This will be moved to a later date.

c. Director Search

Board went into executive session at 5:33 PM. Executive session ended at 6:35 PM.

Clemmer motioned to close the application process and interview the candidates discussed during the executive session. McKeown seconded that motion, which passed unanimously.

Nolley motioned that we hold a special board meeting on December 11th to conduct interviews via zoom at 4:00 PM. Conrad seconded that motion, which passed unanimously.

VII. New Business

a. Full-Time Position: East End

No motion necessary, informative only

b. Closures and In-service Staff Dates for 2024

Nolley motioned to approve the dates requested in the Directors Report as presented. McKeown seconded that motion, which passed unanimously.

Nolley added an amendment to the motion that stated the request for the October in-service staff date be permanent moving forward. McKeown seconded that motion, which passed unanimously.

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

These items will be discussed at our special called board meeting on December 5th at 4:00 PM.

VIII. Douglas adjourned the meeting at 6:40 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library Board Meeting Minutes

December 5, 2023

Attendees:

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

Excused:

Arielle Wilson, Financial Manager

- I. Call to Order
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment

Espey announced that we are currently in limbo with the MidArk app. Sirsi gave no notice (because they apparently were not aware) that the third party administrator of the app would shut off the app at the end of their contract. We have a meeting set up with our website developer and with BiblioCore to see what their app options are. We are hoping there will be a resolution soon.

We received the final packet from the legislative audit and there were no findings from the previous year's records in Saline County.

Leigh Espey and Rob Walton will be going to the State Library on December 7th for e-rate training. E-rate gives us a discount on internet and phone services. It is a federally funded program.

The New Adult section is almost ready. We have been pulling books from the teen and adult sections, relabeling them, and shifting shelves.

Arielle Wilson and Leigh Espey attended the finance committee meeting for the county on Monday, December 4th to answer any questions that the quorum court may have on the approved budget. It was noted that the way the budget was set up it looks as if we are using over 100% of our allocated funds. Arielle explained that this is due to not factoring in the Library reserve monies to the library budget. To keep in line with state guidelines we will need to include the reserve monies to show that only 90% is budgeted. Angie Drummond, Saline County Comptroller, explained to Arielle that if she added the reserves that would be the only change needed for the approved budget to be in compliance.

Clemmer motioned to have a market analysis included in the budget for every year moving forward. Nolley seconded that motion, which passed unanimously.

We will be doing a soft close out this year in accounting, so we will halt spending starting December 15th with the exception of Payroll.

III. Unfinished Business

a. 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

No motion necessary. January board meeting will be held on the 8th and March board meeting will be held on the 11th. Both starting at 4:00 PM.

IV. New Business

a. Interview

Board went into executive session at 4:36 PM. Executive session ended at 5:17 PM.

The board requested that the interview time be changed to one hour, and that the Human Resources Manager conduct reference checks on the candidates before the interview.

V. Douglas adjourned the meeting at 5:19 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library Board Meeting Minutes

December 11, 2023

Attendees:

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

Excused:

Arielle Wilson, Financial Manager

- I. Call to Order
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment
No Announcements or Public Comment made.
- III. New Business
 - a. Interviews for Director

Judge Brumley asked Heather Phipps to clarify an error that printed in the Saline Courier regarding the number of applicants that we had for the Library Director position. The Courier has quoted Phipps saying we had over 80 applicants for the position one being from India. Phipps clarified that that quote was for a Library Assistant position at the time of the October meeting and that the Library Director position had not been posted at that time. Douglas relayed that she would reach out to the Saline Courier for a correction to be printed.

Board went into executive session at 4:09 PM to interview applicants for the director of the library. Executive session ended at 6:06 PM.

The board announced that they will continue with the interviews on Thursday December 14th at 3:45 PM.

- IV. Douglas adjourned the meeting at 6:07 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library Board Meeting Minutes

December 14, 2023

Attendees:

Marian Douglas, Board Chair	Matt Brumley, County Judge
Allison Nolley, Board Member	Kolton Jones, County Attorney
Kara Conrad, Board Member	Pat Bisbee, Quorum Court JP
Jamie Clemmer, Board Member	Leigh Espey, Interim Library Director
Richard McKeown, Board Member	

Excused:

Heather Phipps, Human Resources Manager
Arielle Wilson, Financial Manager

- I. Call to Order
Douglas called the meeting to order at 3:46 PM
- II. Announcements/Public Comment
No announcements or public comment
- III. New Business
 - a. Interviews for Director
Board went into executive session at 3:49 PM to interview the remaining applicants for the library director position. Executive session ended at 5:54 PM outcome was completion of the interview process for the library director position.

Scheduled a called meeting for Tuesday, December 19th at 4:00 PM to discuss interviews and select the director for interviewed applicants.
- IV. Douglas adjourned the meeting at 5:55 PM.

Submitted by,

Leigh Espey
Interim Library Director

Saline County Library Board Meeting Minutes

December 19, 2023

Attendees:

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

Excused:

Arielle Wilson, Financial Manager

I. Call to Order
Douglas called the meeting to order at 4:00 PM.

II. Announcements/Public Comment
No announcements or public comment made

III. New Business

a. Discussion of library director position

Board went into executive session at 4:05 PM to discuss the applicants for the library director position. Executive session ended at 5:17 PM.

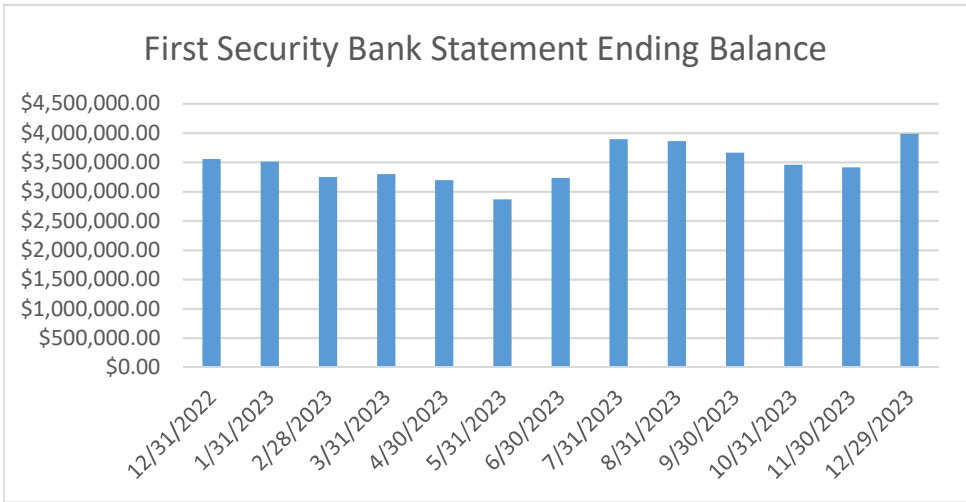
McKeown motioned that the board has a recommendation for a candidate along with salary to send to the county judge for his consideration. Nolley seconded that motion, which passed unanimously.

IV. Douglas adjourned the meeting at 5:18 PM.

Submitted by,

Heather Phipps
Human Resources Manager

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	\$3,413,907.76
12/29/2023	\$3,988,523.18





Saline County Library

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

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
Revenue					
4150 Tax Receipts	3,813,588.73		3,813,588.73	-3,813,588.73	
4200 State Aid	125,565.57		125,565.57	-125,565.57	
4255 Advertising Income	1,450.00		1,450.00	-1,450.00	
4310 Book Sale	23,144.01		23,144.01	-23,144.01	
4330 Copies/Printing	16,699.16		16,699.16	-16,699.16	
4350 Fines / Fees	14,255.15		14,255.15	-14,255.15	
4365 Fundraising	2,345.85		2,345.85	-2,345.85	
4370 Gifts/Memorials	424.50		424.50	-424.50	
4410 Interest Income	62,776.46		62,776.46	-62,776.46	
4455 Passport Fee	40,110.00		40,110.00	-40,110.00	
4470 Replacement Card	260.00		260.00	-260.00	
Discount Income	-3.00		-3.00	3.00	
Total Revenue	\$4,100,616.43	\$0.00	\$4,100,616.43	\$ -4,100,616.43	0.00%
GROSS PROFIT	\$4,100,616.43	\$0.00	\$4,100,616.43	\$ -4,100,616.43	0.00%
Expenditures					
3070 Rents, Land, & Buildings	12,666.00		12,666.00	-12,666.00	
6560 Payroll Expenses					
0100 Wages	1,739,960.76	1,830,236.22	-90,275.46	90,275.46	4.93 %
0600 Taxes (Fed, AR, SUTA)	129,787.31	120,000.00	9,787.31	-9,787.31	-8.16 %
0800 Retirement	259,649.37	260,000.00	-350.63	350.63	0.13 %
0900 Insurance Benefits	189,199.24	200,000.00	-10,800.76	10,800.76	5.40 %
1000 Worker's Compensation		6,000.00	-6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	938.50	1,000.00	-61.50	61.50	6.15 %
200 Step increases for staff who qualify		16,000.00	-16,000.00	16,000.00	100.00 %
Total 6560 Payroll Expenses	2,319,535.18	2,433,236.22	-113,701.04	113,701.04	4.67 %
6700 Supplies	52.61		52.61	-52.61	
1600 Printing	9,164.35	10,000.00	-835.65	835.65	8.36 %
1700 General Supplies	28,968.10	30,000.00	-1,031.90	1,031.90	3.44 %
2000-1 Janitorial Supplies	13,167.76	10,000.00	3,167.76	-3,167.76	-31.68 %
3300 Service Contracts	76,392.28	135,000.00	-58,607.72	58,607.72	43.41 %
Total 6700 Supplies	127,745.10	185,000.00	-57,254.90	57,254.90	30.95 %
6800-1 Professional Services	937.00		937.00	-937.00	
4900 Communications		41,500.00	-41,500.00	41,500.00	100.00 %
69-4900 Telephone/Internet	55,861.83		55,861.83	-55,861.83	
Total 4900 Communications	55,861.83	41,500.00	14,361.83	-14,361.83	-34.61 %
5000 Postage	12,149.98	12,000.00	149.98	-149.98	-1.25 %
68-4500 Engineering & Architectural		5,000.00	-5,000.00	5,000.00	100.00 %
6800 Other Professional Services	14,062.91	15,000.00	-937.09	937.09	6.25 %
Total 6800-1 Professional Services	83,011.72	73,500.00	9,511.72	-9,511.72	-12.94 %
7000 Transportation					



Saline County Library

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

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
70-2500 Fuel for Library Vehicle Use	1,741.51	5,000.00	-3,258.49	3,258.49	65.17 %
70-5200 Fuel for Personal Vehicle Use	1,574.08	2,000.00	-425.92	425.92	21.30 %
70-5300 Airline and Rental Car	898.46	4,000.00	-3,101.54	3,101.54	77.54 %
Total 7000 Transportation	4,214.05	11,000.00	-6,785.95	6,785.95	61.69 %
7050 Advertising	874.56	35,000.00	-34,125.44	34,125.44	97.50 %
5500 Advertising	36,362.25		36,362.25	-36,362.25	
Total 7050 Advertising	37,236.81	35,000.00	2,236.81	-2,236.81	-6.39 %
7100 Insurance					
71-5800 Fire and Extended Coverage	25,960.00	15,000.00	10,960.00	-10,960.00	-73.07 %
71-5900 Vehicle Insurance	2,272.72	4,000.00	-1,727.28	1,727.28	43.18 %
Total 7100 Insurance	28,232.72	19,000.00	9,232.72	-9,232.72	-48.59 %
72-6000 Utilities					
6100 Electricity	72,404.77	75,000.00	-2,595.23	2,595.23	3.46 %
6200 Gas	22,366.72	21,000.00	1,366.72	-1,366.72	-6.51 %
6300 Water	5,986.31	6,500.00	-513.69	513.69	7.90 %
6400 Waste Disposal	5,041.09	8,000.00	-2,958.91	2,958.91	36.99 %
Total 72-6000 Utilities	105,798.89	110,500.00	-4,701.11	4,701.11	4.25 %
7300 Repairs and Maintenance	933.39		933.39	-933.39	
73-6500 Building and Improvements	34,947.38	35,000.00	-52.62	52.62	0.15 %
73-6600 Machinery and Equipment	6,937.67	15,000.00	-8,062.33	8,062.33	53.75 %
Total 7300 Repairs and Maintenance	42,818.44	50,000.00	-7,181.56	7,181.56	14.36 %
7400 Miscellaneous					
74-7300 Dues and Memberships	8,481.85	8,500.00	-18.15	18.15	0.21 %
7900 Meals and Lodging	2,668.49	4,000.00	-1,331.51	1,331.51	33.29 %
8200 Refund	253.97	2,000.00	-1,746.03	1,746.03	87.30 %
8600 Software	91,653.28	121,000.00	-29,346.72	29,346.72	24.25 %
Total 7400 Miscellaneous	103,057.59	135,500.00	-32,442.41	32,442.41	23.94 %
8500-1 All Programming	83,672.30	90,000.00	-6,327.70	6,327.70	7.03 %
8700 Staff Development	7,454.74	5,000.00	2,454.74	-2,454.74	-49.09 %
8752 Fundraising Expenses	745.52	1,000.00	-254.48	254.48	25.45 %
8800 Books/Magazines/Video/Audio	465,844.75	550,000.00	-84,155.25	84,155.25	15.30 %
PLA-2022 2022 PLA Grant	3,061.32		3,061.32	-3,061.32	
Uncategorized Expense	10.55		10.55	-10.55	
Total Expenditures	\$3,425,105.68	\$3,698,736.22	\$ -273,630.54	\$273,630.54	7.40 %
NET OPERATING REVENUE	\$675,510.75	\$ -3,698,736.22	\$4,374,246.97	\$ -4,374,246.97	118.26 %
Other Expenditures					
9100 Building and Furnishings	106,672.33	310,000.00	-203,327.67	203,327.67	65.59 %
9300 Machinery and Equipment	89,370.16	85,000.00	4,370.16	-4,370.16	-5.14 %
9500 Other Miscellaneous Expenditure	191.95	48,458.90	-48,266.95	48,266.95	99.60 %
9600 Friends Expenses	19,028.25		19,028.25	-19,028.25	



Saline County Library

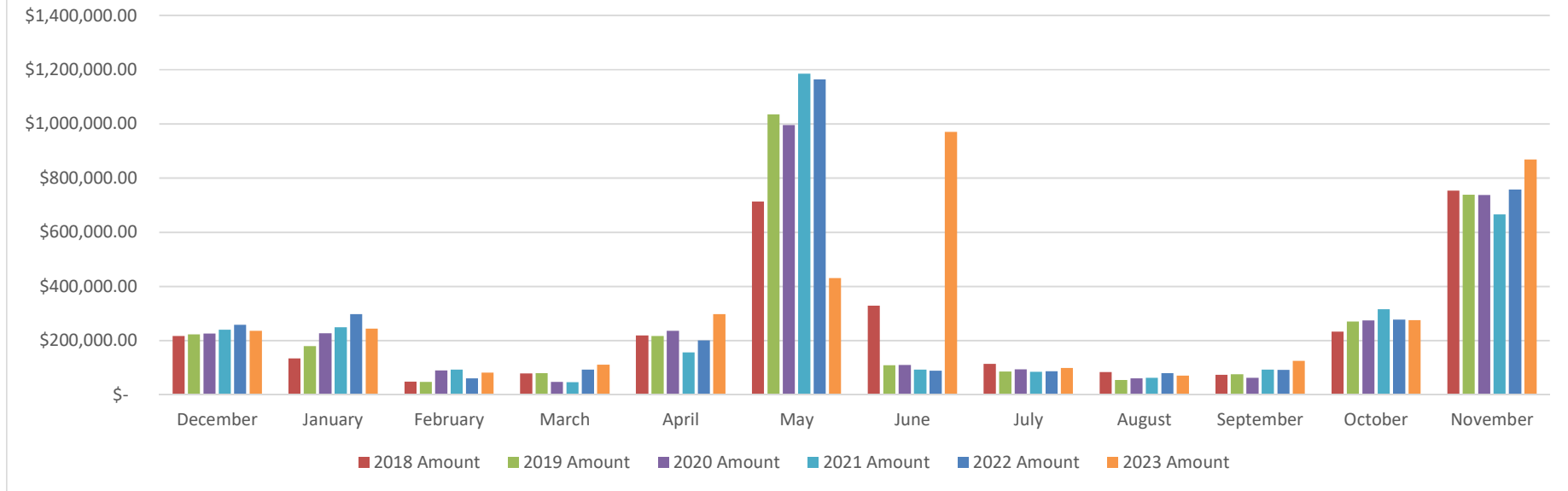
Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% REMAINING
Total Other Expenditures	\$215,262.69	\$443,458.90	\$ -228,196.21	\$228,196.21	51.46 %
NET OTHER REVENUE	\$ -215,262.69	\$ -443,458.90	\$228,196.21	\$ -228,196.21	51.46 %
NET REVENUE	\$460,248.06	\$ -4,142,195.12	\$4,602,443.18	\$ -4,602,443.18	111.11 %

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	\$ 868,873.55	\$ 110,933.11
	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 3,460,061.46	\$ 3,813,588.73	\$ 353,527.27



Library Director's Report

January 2024

In-Service 2024

Our first staff in-service day will be Wednesday, January 10th. The Benton Police Department will conduct Narcan and Active Attacker training for all staff. Our second in-service day will be held on October 14th. We will continue with two in-service days annually with one being held in the first quarter and one in the last quarter of each year.

Circulating HotSpots

With the efforts of the BEAD initiative and the Saline County Broadband Committee, we are going to discontinue circulating Verizon and AT&T hotspots. We will continue to circulate Mobile Beacon hotspots (powered by T-Mobile) as those are specifically provided for libraries. We will add more Mobile Beacon devices to make up the difference in the amount that circulates. We currently have 48 hotspots that circulated 649 times in 2023 which averages out to 13 times per device. Public Libraries are community anchor institutions and are committed to aiding patrons with their digital needs.

Department Restructure

With the addition of the Gann Museum and the East End Branch, we have decided to take this opportunity to do some restructuring. We will be separating the Community Engagement Department into two departments: Adult Services and Public Relations. Creating these two departments will allow the staff to utilize their amazing skills to better serve our patrons and the community. The creation of the Adult Services department added a manager position, which we have filled with Laura Austin. Prior to the Pandemic, Laura was an Adult Services Librarian at the Saline County Library, and she has over 12 years of library experience.

We also adjusted the Library Manager position to be an Assistant Library Director.

2024 Classification and Compensation Analysis

Heather has reached out to the JER HR Group to begin the analysis for 2024.

Passport Services

Both Benton and Bryant are working diligently on our recertification for 2024 while continuing to provide passport application services.

Submitted by,
Leigh Espey
Library Director

Saline County Library

Material Type	2019	2020	2021	2022	2023	Difference
Adult						
Books and audiobooks	8,335	4,098	6,777	5,634	6,587	953
eBooks	6,179	10,183	8,772	9,091	7,705	(1,386)
eAudiobooks	3,465	3,745	4,092	5,092	6,404	1,312
eMagazines	210	254	443	499	1,942	1,443
DVDs	9,453	1,885	3,349	3,868	4,599	731
Music	275	59	63	43	0	(43)
Videogames	651	160	309	399	467	68
Boardgames	15	6	10	53	54	1
Library of Things	157	81	100	123	119	(4)
Kanopy (streaming films)	238	493	348	773	525	(248)
Freegal (streaming music & downloads)	880	1,234	1,403	937	2,720	1,783
Hoopla (downloadable books, movies & music)	0	543	853	937	2,697	1,760
Subtotal	29,858	22,741	26,519	27,449	33,819	6,370
Children's & Teen						
Books and audiobooks	10,306	4,245	8,259	8,628	11,545	2,917
Total	40,164	26,986	34,778	36,077	45,364	9,287

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Saline County Library

Material Type	2019	2020	2021	2022	2023	Difference
Adult						
Books and audiobooks	7,554	3,706	5,347	5,504	6,781	1,277
eBooks	6,449	9,562	8,261	8,759	7,538	(1,221)
eAudiobooks	3,535	3,797	4,030	5,123	6,185	1,062
eMagazines	201	294	338	712	1,693	981
DVDs	9,204	1,718	3,418	3,742	4,678	936
Music	170	10	78	40	0	(40)
Videogames	570	145	267	400	505	105
Boardgames	21	15	22	39	52	13
Library of Things	33	66	112	99	96	(3)
Kanopy (streaming films)	164	344	371	641	332	(309)
Freegal (streaming music & downloads)	1,018	1,623	1,271	1,646	2,388	742
Hoopla (downloadable books, movies & music)	0	557	897	1,764	2,898	1,134
Subtotal	28,919	21,837	24,412	28,469	33,146	4,677
Children's & Teen						
Books and audiobooks	5,427	3,856	6,891	6,956	10,541	3,585
Total	34,346	25,693	31,303	35,425	43,687	8,262

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Circulation Year End Report

2023

Saline County Library

Material Type	2019	2020	2021	2022	2023	Difference	%
Adult							
Books and audiobooks	116,668	57,969	59,994	75,602	78,434	2,832	4%
eBooks	78,839	104,341	109,687	114,090	103,633	(10,457)	-9%
eAudiobooks	39,261	44,720	50,579	59,951	74,237	14,286	24%
eMagazines	993	3,212	4,667	6,230	11,348	5,118	82%
DVDs	122,456	35,336	32,605	50,703	53,396	2,693	5%
Music	2,937	776	540	1,087	218	(869)	-80%
Videogames	8,440	2,880	3,322	5,421	5,756	335	6%
Boardgames	311	129	112	265	802	537	203%
Library of Things	1,151	438	1,277	2,114	2,129	15	1%
Kanopy (streaming films)	724	3,661	6,416	5,467	8,394	2,927	54%
Freegal (streaming music & downloads)	7,446	16,080	13,736	16,638	40,977	24,339	146%
Hoopla (downloadable books, movies & music)	0	3,395	9,230	16,106	31,512	15,406	96%
Subtotal	379,226	272,937	292,165	353,674	410,836	57,162	16%
Children's & Teen							
Books and audiobooks	137,037	51,964	82,694	113,259	124,739	11,480	10%
TOTAL	516,263	324,901	374,859	466,933	535,575	68,642	15%

Library Management Team Report

Bryant Branch

January 2024

Statistics

In November 2023, the public computers were used 501 times for 340 hours with an average of 41 minutes for each session. We had 3,650 patrons visit with a daily average of 165 visitors. We notarized 60 documents and submitted 60 passport applications. We circulated 5,796 items. Our favorite November program was Pencil Pack. A group of tweens gather to write and produce a newspaper based on their current interests and seasonal topics.

In December 2023, the public computers were used 587 times for 336 hours with an average of 35 minutes for each session. 3,125 patrons visited the branch with an average of 142 patrons per day. We notarized 54 documents and submitted 42 passport applications. We circulated 6,176 items. Our best-attended program was our visit with Santa and the Saline County Orchestra.

Staffing Report

The Bryant Branch did not have any staff changes during November and December.

Submitted by,
Susan Jacobs
Branch Manager

Library Management Team Report
Building Operations Department
January 2024

Building Operations Department

IT

Our focus was primarily getting East End as ready as we could, from an IT perspective. We ran multiple additional data cables and terminated all of them. I have the equipment (server rack, physical firewall) to install in the server room and we are awaiting our data connection from the ISP. Once that it is done, we can begin configuring the East End network.

Beyond that, we addressed daily issues as they arose. Geoff has done a very good job in keeping LPT One up and addressing residual issues from the launch.

Maintenance/Housekeeping

Billy has done a fantastic job maintaining our properties and keeping everything going. We have had several trees removed from our Benton property in preparation for new security cameras and have received several compliments on how nice it all looks. Billy has also been working with Harrison Energy Partners on getting our heating and cooling in Benton working as it should. We also continued preparing for a potentially bad winter.

Brittton and Tatiana continued to do a fantastic job keeping our buildings clean and presentable.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report Community Engagement Department January 2024

Marketing

Marketing had a main focus of preparing our public for our closing holidays and gathering feedback to make plans for the next year. We sent 9 targeted emails and had an average open rate of 41.74%. That is really good! Through surveys, we have learned that Facebook is still our strongest source of information but other big sources are MySaline.com, flyers and staff in the library, and friends/family. We will continue to collect data into the new year to develop our marketing plan.

Social Stats Oct 30 to Dec 31:

Facebook Reactions: 4,219

Facebook Link Clicks: 929

Facebook Posts: 373

Facebook New Followers: 97

Facebook Reach: 219,482

Facebook Shares: 906

2023 Year Stats:

Facebook Reactions: 29,769

Facebook Link Clicks: 8,962

Facebook Posts: 2,206

Facebook Followers: 12,065

Facebook Reach: 1,949,332

Facebook Shares: 6,022

Programming

We finished the year with some incredible programming that had so much interest from our patrons. Our regular programming (Trivia, Gameshow, Bingo, Adult Art Studio, Book Clubs, and Tai Chi) remained steady in attendance. Holiday programming really picked up and some favorites were Get Your Garnish On, Gann 130th Celebration, and Wreath Making. This was the 3rd year we offered Fall Photo Minis but this year we were able to hold twice as many slots thanks to our partnership with Bryant Schools photography classes. Three student photographers staged, photographed, and edited the photos for 19 families. In total, there were 69 people and 1 cat!

November and December Stats:

Programs- 31

Attendance- 312

2023 Year Stats:

Programs- 238

Passive Attendance- 1702

Active Attendance- 3135

Outreach

We attended three outreach events, one being the Downtown Benton Christmas Parade. Attendance was incredible and we ran out of candy quickly even though we tried to spread it out. Santa in the Park also had great attendance and having a craft table instead of being a vendor increased our engagement. We attended Hope Valley Open House to sign up new cards in the East End area and promote the opening of our new branch soon.

November and December Stats:

Visits: 8

Attendance: 267

Events: 3

Event Attendance: 164 + thousands that were at the parade!

2023 Year Stats:

Visits: 75

Visit Attendance: 1,719

Events: 32

Event Attendance: over 6,000

Submitted by,

Kari Lapp
Community Engagement Manager

Library Management Team Report

Department

January 2024

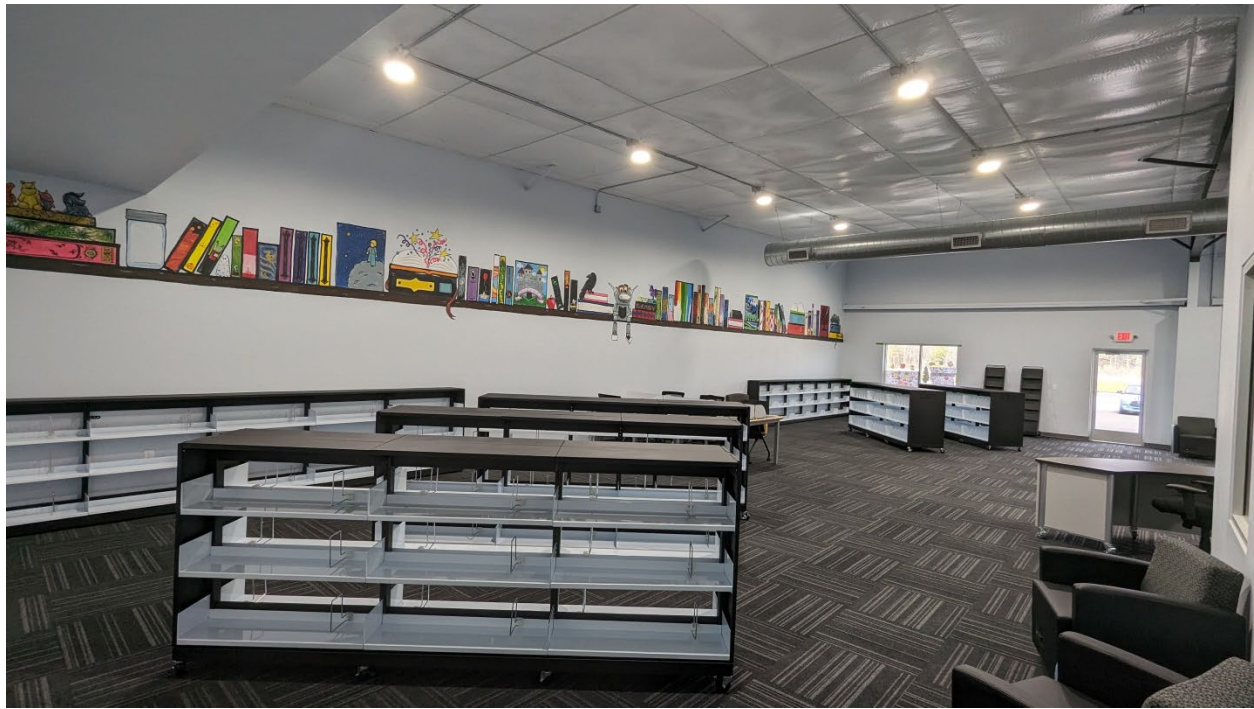
East End Library Updates

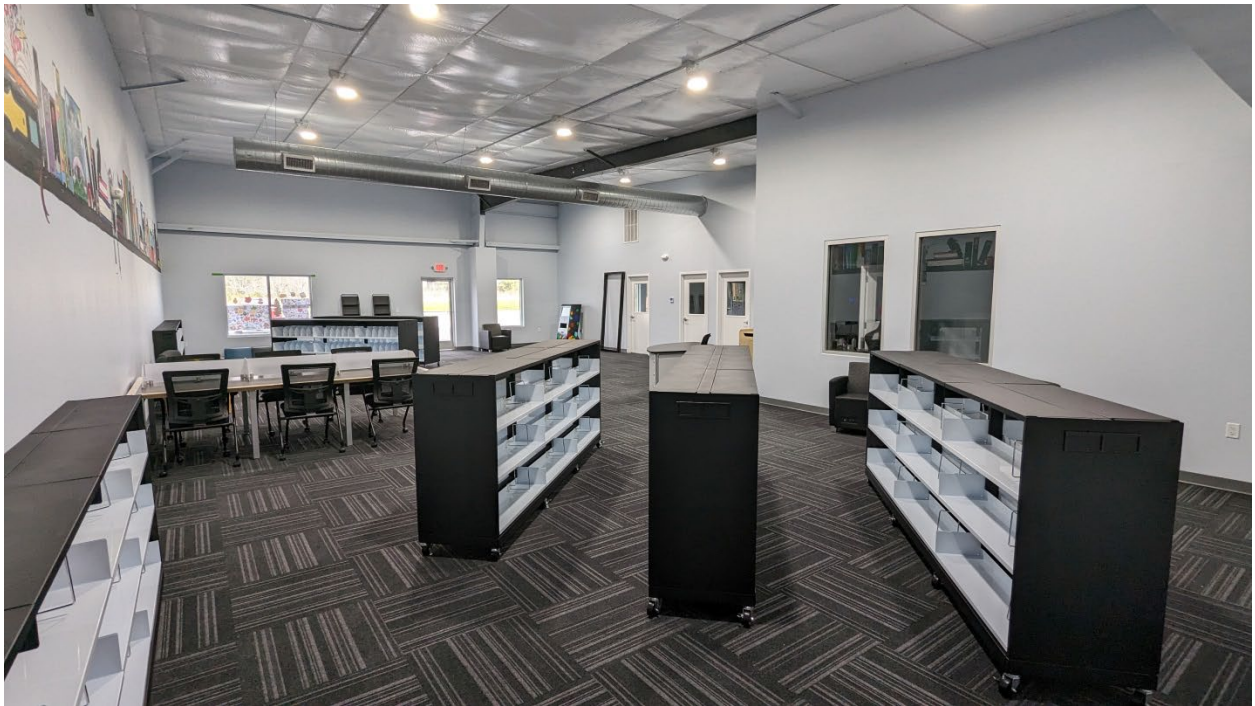
The East End branch is so close to completion we can taste it! Since the last board meeting in November, there have been a lot of updates! My assistant Lydia and I have been hard at work installing the flooring and putting together all the furniture and we're very excited that E'Yanne Whittaker is joining us as another full-time staff member. The mural was completed in the beginning of December, and the circulation desk, computer lab table and shelving were delivered and installed the week before Christmas. Thanks to excitement in the community, I've decided to make one of the two study rooms into a Mini Makerspace, so we're gathering supplies for that now from what is available in the Makerspace in Benton. It's really starting to look and feel like a library now, minus the materials!

The owner of the shopping center we're located in, Chuck Sanders, keeps coming by to check on our progress and bringing in members of the community to show off our little space, so when we're finally open, I think it's going to be a resounding success. Please see the attached photographs to see what we're so excited about!

Submitted by,
Amanda Garrison, MLS
East End Branch Manager







Library Management Team Report
Public Services Department
January 2024

Statistics

In November, computers were used 818 times for 562 hours and 16 minutes, 41 minutes on average, 683 questions were asked (38 digital questions, 443 general questions, 54 reference questions, 148 technology questions) and 11,773 patrons visited, an average of 453 per day. We had 156 new library cards.

In December, computers were used 751 times for 583 hours and 21 minutes, 47 minutes on average, 675 questions were asked (61 digital questions, 431 general questions, 46 reference questions, 137 technology questions) and 10,337 patrons visited, an average of 470 per day. We had 65 new library cards.

Overall, in the year of 2023, computers were used approximately 12,736 times for 8,347 hours for an average of 40 minutes each session. We received 10,521 questions total, and we made 1,705 cards. We had 139,937 patrons visit the library with an average of 482 patrons per day.

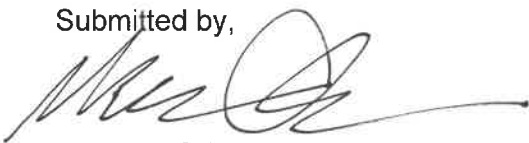
I expect stats to continue rising, as I'm pushing for more vigilant chronicling of our question statistics. We've had a lot of new staff, so they're not used to marking a question down on their sheets every time just yet. Excited for 2024!

Staffing Report

We had a bit of a shuffle around. E'Yanne Whitaker has left Benton Public Services to work with Amanda at East End! Super excited for her, and I know she'll be amazing for the patrons over there. Sad to see her go but hopeful for her future at SCL.

We have two new staff members on our team. Nathan Clay is our new full time Library Assistant. We are also reinstating the position of Assistant Public Services Manager, and Mason Newberry will be filling that position!

Submitted by,



Madison Oden
Public Services Manager

Library Management Team Report
Systems Administrator
January 2024

Benton Courier Collection

Cody has returned to the Gann; between tours, he has been industriously scanning Benton Courier photos. To see our current holdings, well over a thousand images, go to https://midarls.ent.sirsi.net/client/en_US/salinecountylibrary and search for “benton courier.” Then, on the left side, under Limit Search Results, choose to limit by format “Asset.”

Submitted by,
Julie Syler
Systems Administrator

Library Management Team Report

Youth Services

January 2024

Holiday Programming

In the first two weeks of December, Youth Services did holiday storytimes for about 2,000 students in 21 elementary and preschools in the county. Santa came to visit in Benton & Bryant in December. During these visits, we also had the Benton High School Chamber Choir and members of the Saline County Orchestra perform. In Benton, 203 people came to see Santa, and 106 came to his Bryant visit. We also answered 132 letters to Santa. We also held special programs and storytimes, both in the library and at the Benton Farmer's Market, to celebrate the season.

New Bryant Teen Librarian

At the very end of October we welcomed Lyndsey Ammons to our team in Bryant. Lyndsey has been a part of our library family since she was a teen. She has great ideas for programs, and is working hard to connect with our teens and the school media specialists. We are excited to see all the things she does with the teens in Bryant.

Nation Association for the Education of Young Children Annual Conference

In November, 4 members of the youth services staff were able to go to the annual NAEYC conference in Nashville, TN. Over 4 days, we attended many sessions related to all aspects of the work we do in our programs. Especially useful were the sessions on early literacy and music.

New Library Pets

We recently welcomed two new pets in the Benton Youth Services Department. We have two small mice who live just inside the manager's office. The children and adults really enjoy watching them through the window. In December, we held a contest to name them after mice from children's books and other popular media. Seventy-four people voted, and the names Monterrey Jack and Gadget were chosen.

Winter Reading Bingo

With nearly a month to go in our Winter Reading Challenge, 105 people have picked up their first prize. We are only awarding 2 prizes in each age group (0-12 and 13+) this year. The first after marking off 15 boxes and the second on completion of the card. Sixty-two people have already completed the program.

Submitted by,
Wendy Christy
Youth Services Manager

Items to be deleted from Inventory
January 10, 2023

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
1671	Portable Fan	\$20.00	May 2008	Unknown	Broken