

**Saline County Library
Board of Trustees
Agenda**

**Date: 20 May 2024 | Time: 4:00 PM
1800 Smithers, Benton, AR**

1. Call to Order
2. Announcements
3. 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.
4. Minutes from the March 11 & 25, and April 4, 2024 board meetings
5. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
6. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Library Management Team Reports
7. Unfinished Business
 - a. Review of Collection Development Policy

Adjourn

Next regular board meeting 15 July 2024

Saline County Library Board Meeting Minutes

March 11, 2024

Attendees:

Marian Douglas, Board Chair
Kara Conrad, Board Member
Jamie Clemmer, Board Member
Richard McKeown, Board Member
Matt Brumley, County Judge
Pat Bisbee, Quorum Court JP

Leigh Espey, Library Director
Heather Phipps, Human Resources Manager
Arielle Wilson, Financial Manager
Rachel Glenn, Friends of the Library Representative
Andrew Dixon, Quattlebaum, Grooms & Tull Attorney

Excused:

Allison Nolley, Board Member

- I. Call to Order
Douglas called the meeting to order at 4:00 PM.
- II. Announcements/Public Comment
No announcements made

No public comment made
- III. Minutes from the 1/9/2024, and 2/3/2023 board meetings
Conrad motioned to accept the 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.
 - b. Budget Modification Report
Conrad motioned to accept the Budget Modification Report as presented. McKeown seconded that motion which passed unanimously.
- V. Discussion Items
 - a. Friends of the Library Report
Rachel Glenn spoke on behalf of the Friends of the Library. Glenn stated that they currently have 18 active volunteers that sort through all the donations and create the happy sacks. In February, the bookstore brought in \$500.00 in sales, and the group had 150 hours of volunteer service since the beginning of the year.
 - 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. RFQ for Audit Services

The bid closed Monday, and there were no submissions. Library Director Leigh Espey reached out to several firms, and they all declined. Judge Brumley stated that he will have an answer by Wednesday 3/13/2023 on what the next steps should be.

b. Review of Board Bylaws and library policies

The board members will review and approve the final copy at the special board meeting.

VII. New Business

a. Deletion

McKeown motioned to approve the deletion as presented. Conrad seconded that motion, which passed unanimously.

b. Check Signer Resolution

Clemmer motioned to approve the check signer resolution as presented. Nolley seconded that motion with a correction to the board chair's name, which passed unanimously.

c. Credit Card Resolution

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

A special board meeting date has been set for Monday, March 25th at 4:00 PM to review final copies of the Board Bylaws, Intellectual Freedom policy, Collection development policy, and Reconsideration for Materials policy.

VIII. Douglas adjourned the meeting at 5:15 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library Board Meeting Minutes

March 25, 2024

Attendees:

Marian Douglas, Board Chair	Leigh Espey, Library Director
Allison Nolley, Board Member	Stony Evans, Assistant Library Director
Kara Conrad, Board Member	Arielle Wilson, Financial Manager
Jamie Clemmer, Board Member	Heather Phipps, Human Resources Manager
Richard McKeown, Board Member	Andrew Dixon, Quattlebaum, Grooms, & Tull Attorney
Matt Brumley, County Judge	
Kolton Jones, County Attorney	

Excused:

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

- II. Announcements/Public Comment
No public comment made.

Phipps announced that JER HR has completed the wage scale analysis based off the results of the survey that was sent out to surrounding libraries in Arkansas of comparable size. According to those results, Saline County Library is currently 15% below market. Phipps sent a spreadsheet with the current salaries of all employees to add to the analysis. This will reflect a more accurate representation of how we fall in the salary market. Once that is complete we will have our rep, Michele Burns do a presentation for the board.

- III. New Business
- a. Review Final Documents of Board Bylaws
Clemmer motioned to accept the Board Bylaws with amendments to Article VI. Nolley seconded that motion, which passed unanimously.
 - b. Review final documents for Intellectual Freedom, Collection Development, and Reconsideration of Materials Policies
A special called meeting has been set on Thursday, April 4th at 4:00 PM.

- IV. Douglas adjourned the meeting at 6:48 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library Board Meeting Minutes

April 4, 2024

Attendees:

Marian Douglas, Board Chair
Allison Nolley, Board Member
Kara Conrad, Board Member
Jamie Clemmer, Board Member
Richard McKeown, Board Member
Matt Brumley, County Judge
Kolton Jones, County Attorney

Leigh Espey, Library Director
Stony Evans, Assistant Library Director
Arielle Wilson, Financial Manager
Heather Phipps, Human Resources Manager
Andrew Dixon, Quattlebaum, Grooms, & Tull Attorney

Excused:

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

- II. Announcements

Espey announced that the Library will be closed Monday, April 8th for the eclipse. She also announced that a reconsideration committee has been formed for the reconsideration of materials recently submitted, and Jamie Clemmer will be the board representative.

- III. Public Comment
No public comment made.

- IV. Old Business
 - a. Review final documents for Intellectual Freedom, Collection Development and Reconsideration of Materials Policies

Clemmer motioned to accept the Intellectual Freedom Policy with the revisions made to the 6th paragraph. McKeown 2nd that motion, which passed unanimously.

The Collection Development policy has been tabled until the next regular meeting.

Revisions were made to the Reconsideration of Materials Policy and a vote will be made at the next regular meeting.

- V. New Business
 - a. Security
Informational Only. The Building Operations manager is looking into getting mag locks for the personnel area locations at the Benton and Bryant locations.

- VI. Douglas adjourned the meeting at 6:38 PM.

Submitted by,

Heather Phipps
Human Resources Manager

Saline County Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
4150 Tax Receipts	849,580.53	4,200,000.00	3,350,419.47	20.23 %
4200 State Aid	24,709.61	147,000.00	122,290.39	16.81 %
4255 Advertising Income	642.70		-642.70	
4310 Book Sale	6,675.86	22,000.00	15,324.14	30.34 %
4330 Copies/Printing	3,050.21	15,000.00	11,949.79	20.33 %
4350 Fines / Fees	1,780.62	15,000.00	13,219.38	11.87 %
4360 Fees				
4440 Personal Purchase	0.00		0.00	
Total 4360 Fees	0.00		0.00	
Total 4350 Fines / Fees	1,780.62	15,000.00	13,219.38	11.87 %
4365 Fundraising	790.18	2,200.00	1,409.82	35.92 %
4355 Gumballs	427.95		-427.95	
Total 4365 Fundraising	1,218.13	2,200.00	981.87	55.37 %
4370 Gifts/Memorials	4,075.00		-4,075.00	
4410 Interest Income	50,223.25	66,000.00	15,776.75	76.10 %
4455 Passport Fee	23,194.96	40,000.00	16,805.04	57.99 %
4460 Refund	10,925.25		-10,925.25	
Billable Expense Income	0.00		0.00	
Total Revenue	\$976,076.12	\$4,507,200.00	\$3,531,123.88	21.66 %
GROSS PROFIT	\$976,076.12	\$4,507,200.00	\$3,531,123.88	21.66 %
Expenditures				
3070 Rents, Land, & Buildings	21,250.00	53,000.00	31,750.00	40.09 %
6560 Payroll Expenses	-994.86		994.86	
0100 Wages	746,473.69	2,031,624.50	1,285,150.81	36.74 %
0600 Taxes (Fed, AR, SUTA)	56,008.61	130,000.00	73,991.39	43.08 %
0800 Retirement	111,027.45	278,500.00	167,472.55	39.87 %
0900 Insurance Benefits				
0900-01 Health Insurance	85,152.16	224,000.00	138,847.84	38.01 %
0900-01-01 Retiree Health Insurance & COBRA	-996.62		996.62	
Total 0900-01 Health Insurance	84,155.54	224,000.00	139,844.46	37.57 %
0900-02 Life Insurance	272.00		-272.00	
Total 0900 Insurance Benefits	84,427.54	224,000.00	139,572.46	37.69 %
1000 Worker's Compensation	3,667.00	6,000.00	2,333.00	61.12 %
1200 Other Fringe Benefits	292.00	1,000.00	708.00	29.20 %
Total 6560 Payroll Expenses	1,000,901.43	2,671,124.50	1,670,223.07	37.47 %
6700 Supplies				
1600 Printing	3,557.53	10,000.00	6,442.47	35.58 %
1700 General Supplies	7,992.64	30,000.00	22,007.36	26.64 %
2000-1 Janitorial Supplies	6,139.65	10,000.00	3,860.35	61.40 %
3300 Service Contracts	31,172.47	85,000.00	53,827.53	36.67 %
Total 6700 Supplies	48,862.29	135,000.00	86,137.71	36.19 %

Saline County Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
6800-1 Professional Services	8,336.52	70,000.00	61,663.48	11.91 %
4900 Communications				
69-4900 Telephone/Internet	7,519.58	41,500.00	33,980.42	18.12 %
Total 4900 Communications	7,519.58	41,500.00	33,980.42	18.12 %
5000 Postage	3,408.06	13,000.00	9,591.94	26.22 %
6800 Other Professional Services	1,132.55	5,000.00	3,867.45	22.65 %
68-4600 Credit Card Fees	7.77		-7.77	
Total 6800 Other Professional Services	1,140.32	5,000.00	3,859.68	22.81 %
Total 6800-1 Professional Services	20,404.48	129,500.00	109,095.52	15.76 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	504.19	5,000.00	4,495.81	10.08 %
70-5200 Fuel for Personal Vehicle Use	284.57	2,000.00	1,715.43	14.23 %
70-5300 Airline and Rental Car		4,000.00	4,000.00	
Total 7000 Transportation	788.76	11,000.00	10,211.24	7.17 %
7050 Advertising				
5500 Advertising	18,750.63	35,000.00	16,249.37	53.57 %
Total 7050 Advertising	18,750.63	35,000.00	16,249.37	53.57 %
7100 Insurance				
71-5800 Fire and Extended Coverage	137.00	30,000.00	29,863.00	0.46 %
71-5900 Vehicle Insurance	2,713.60	4,000.00	1,286.40	67.84 %
Total 7100 Insurance	2,850.60	34,000.00	31,149.40	8.38 %
72-6000 Utilities				
6100 Electricity	20,624.69	85,000.00	64,375.31	24.26 %
6200 Gas	7,484.93	23,000.00	15,515.07	32.54 %
6300 Water	1,779.65	7,500.00	5,720.35	23.73 %
6400 Waste Disposal	2,001.75	5,500.00	3,498.25	36.40 %
Total 72-6000 Utilities	31,891.02	121,000.00	89,108.98	26.36 %
7300 Repairs and Maintenance	47.47		-47.47	
73-6500 Building and Improvements	2,416.98	35,000.00	32,583.02	6.91 %
73-6600 Machinery and Equipment	8,186.10	15,000.00	6,813.90	54.57 %
Total 7300 Repairs and Maintenance	10,650.55	50,000.00	39,349.45	21.30 %
7400 Miscellaneous				
74-7300 Dues and Memberships	2,025.00	9,500.00	7,475.00	21.32 %
7900 Meals and Lodging	1,223.56	4,000.00	2,776.44	30.59 %
8200 Refund	48.43	2,000.00	1,951.57	2.42 %
8600 Software	26,864.32	110,000.00	83,135.68	24.42 %
Total 7400 Miscellaneous	30,161.31	125,500.00	95,338.69	24.03 %
8500-1 All Programming				
8500 Youth Programming	9,952.85	32,000.00	22,047.15	31.10 %
8500-01 Youth Programming Supplies	346.73		-346.73	
Total 8500 Youth Programming	10,299.58	32,000.00	21,700.42	32.19 %

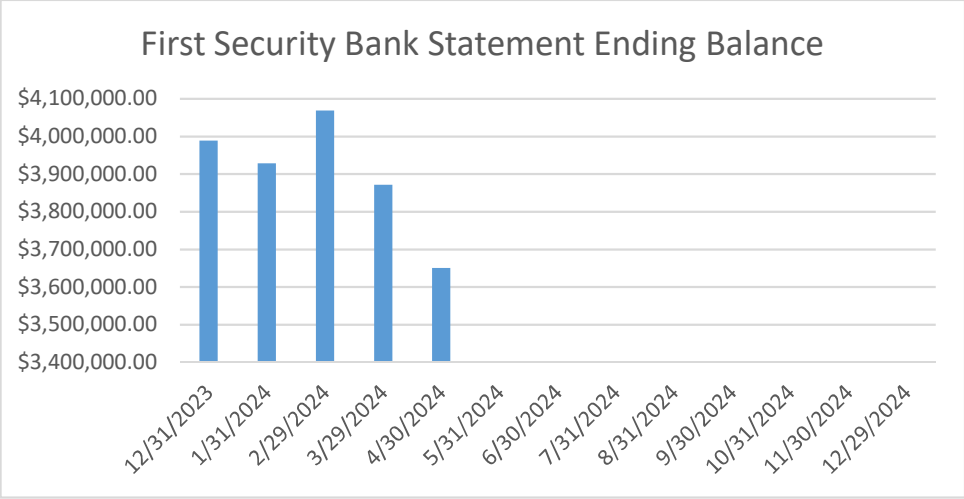
Saline County Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

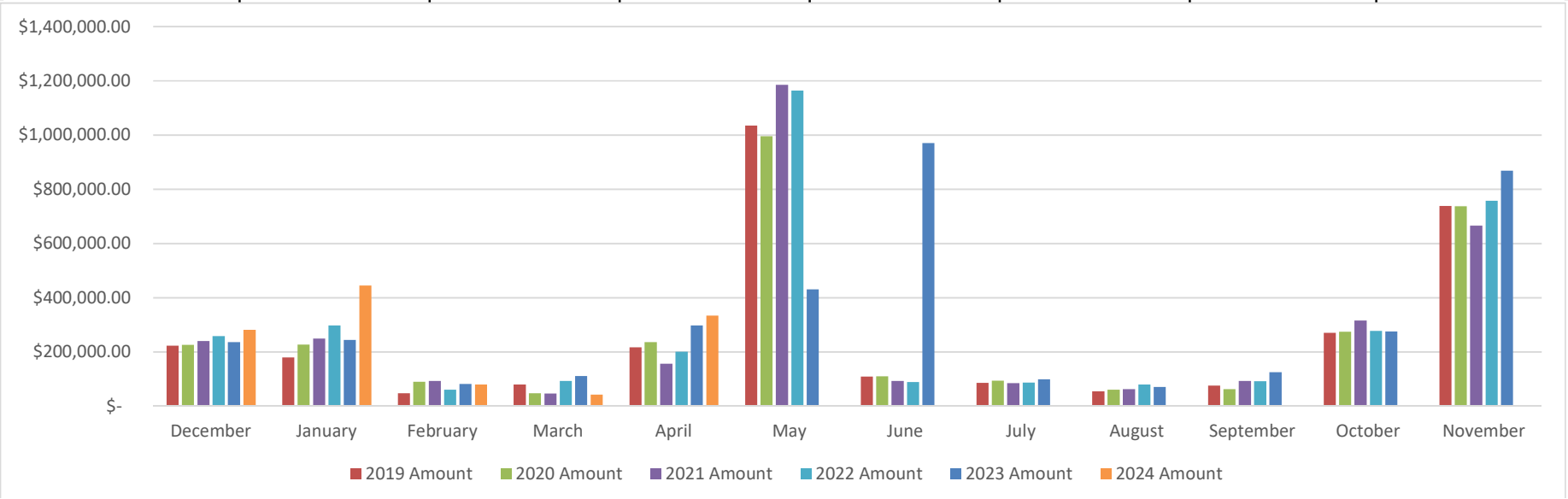
January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
8550 Adult Programming/UX	3,253.67	28,000.00	24,746.33	11.62 %
8550-1 Community Engagement	5,352.03	10,000.00	4,647.97	53.52 %
Total 8550 Adult Programming/UX	8,605.70	38,000.00	29,394.30	22.65 %
8570 Makerspace	6,551.14	20,000.00	13,448.86	32.76 %
Total 8500-1 All Programming	25,456.42	90,000.00	64,543.58	28.28 %
8700 Staff Development	3,684.48	6,000.00	2,315.52	61.41 %
8752 Fundraising Expenses	146.55	1,000.00	853.45	14.66 %
8800 Books/Magazines/Video/Audio	268,599.90	550,000.00	281,400.10	48.84 %
Reimbursements	28.44		-28.44	
Total Expenditures	\$1,484,426.86	\$4,012,124.50	\$2,527,697.64	37.00 %
NET OPERATING REVENUE	\$ -508,350.74	\$495,075.50	\$1,003,426.24	-102.68 %
Other Expenditures				
9100 Building and Furnishings	48,267.18	402,000.00	353,732.82	12.01 %
9300 Machinery and Equipment	44,471.08	69,000.00	24,528.92	64.45 %
9500 Other Miscellaneous Expenditure		96,075.50	96,075.50	
9600 Friends Expenses	1,592.77	28,000.00	26,407.23	5.69 %
Total Other Expenditures	\$94,331.03	\$595,075.50	\$500,744.47	15.85 %
NET OTHER REVENUE	\$ -94,331.03	\$ -595,075.50	\$ -500,744.47	15.85 %
NET REVENUE	\$ -602,681.77	\$ -100,000.00	\$502,681.77	602.68 %

First Security Bank Statement Ending Balance	
Date	Amount
12/31/2023	\$3,988,523.18
1/31/2024	\$3,928,702.24
2/29/2024	\$4,068,608.86
3/29/2024	\$3,871,110.95
4/30/2024	\$3,650,184.64
5/31/2024	
6/30/2024	
7/31/2024	
8/31/2024	
9/30/2024	
10/31/2024	
11/30/2024	
12/29/2024	



TAX RECEIPTS							
Date County Received	2019 Amount	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	Difference from previous year
December	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 236,663.60	\$ 281,506.20	\$ 44,842.60
January	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25	\$ 297,724.41	\$ 244,107.88	\$ 444,981.53	\$ 200,873.65
February	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 60,717.21	\$ 82,586.40	\$ 80,329.09	\$ (2,257.31)
March	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ 93,532.72	\$ 111,487.75	\$ 42,763.71	\$ (68,724.04)
April	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ 201,091.45	\$ 297,178.59	\$ 334,571.00	\$ 37,392.41
May	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48	\$ 1,164,224.26	\$ 430,942.96		\$ (430,942.96)
June	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29	\$ 970,451.41		\$ (970,451.41)
July	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59	\$ 87,308.16	\$ 98,906.02		\$ (98,906.02)
August	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14	\$ 80,324.03	\$ 70,538.64		\$ (70,538.64)
September	\$ 75,295.84	\$ 63,533.38	\$ 93,021.74	\$ 91,590.17	\$ 126,267.33		\$ (126,267.33)
October	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67	\$ 277,262.72	\$ 275,584.60		\$ (275,584.60)
November	\$ 738,120.29	\$ 737,493.81	\$ 666,438.79	\$ 757,940.44	\$ 868,873.55		\$ (868,873.55)
	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 3,460,061.46	\$ 3,813,588.73	\$ 1,184,151.53	\$ (2,629,437.20)



Library Director's Report

May 2024

2024 Classification and Compensation Analysis

We have been working with Michele Burns at JERHR Group, and we have a meeting scheduled with her for Monday, May 20.

MidArkansas Regional Board Meeting

The MidArk board meeting is scheduled for Friday, May 24, at 10:00 AM at the Malvern Hot Spring County Library.

Manager Training

Several of our managers will attend the 19th Annual Managers Seminar hosted by West Central Arkansas Society for Human Resource Management in Hot Springs on August 22.

Magnetic Locking System

The doors have been prepped and the cabling has been run for the new mag lock system for staff access doors. We are awaiting the equipment's delivery to finish up the project.

CPR Training

The Saline County Emergency Management department has been conducting CPR training for our staff. The last session is set for Wednesday, May 22.

Submitted by,
Leigh Espey
Library Director

Circulation Report

April 2024

Saline County Library

Material Type	2020	2021	2022	2023	2024	Difference
Adult						
Books and audiobooks	49	3,327	4,713	4,957	8,309	3,352
eBooks	8,241	9,393	10,284	9,462	7,975	(1,487)
eAudiobooks	3,312	3,923	4,964	5,895	6,864	969
eMagazines	185	376	390	490	783	293
DVDs	123	1,385	4,319	2,406	4,034	1,628
Music	1	17	100	22	0	(22)
Videogames	2	138	491	347	485	138
Boardgames	0	3	10	28	38	10
Library of Things	2	125	107	96	146	50
Kanopy (streaming films)	379	567	395	562	387	(175)
Freegal (streaming music & downloads)	1,051	1,132	1,307	3,625	3,139	(486)
Hoopla (downloadable books, movies & music)	291	635	1,093	2,184	3,919	1,735
Subtotal	13,636	21,021	28,173	30,074		(30,074)
Children's & Teen						
Books and audiobooks	106	3,201	9,142	7,140	13,756	6,616
Total	13,742	24,222	37,315	37,214	49,835	12,621

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Library Management Team Report

Assistant Library Director

May 2024

New Position

Since starting this position in March, I have worked hard to get to know everyone at each location. I have enjoyed observing a variety of programming at each site to get a feel for all the Saline County Library has to offer. I have also had several opportunities to work the public facing desks alongside the employees that have helped me learn the many tasks at each position. We are fortunate to have so many dedicated and talented employees in this organization.

Benton Branch

Madison Oden has been developing new innovative kits for all ages for the Library of Things as a part of Public Services. Laura Austin has been restructuring the Adult Services department. She is developing a new employee manual for that department. In April, I had the opportunity to assist Adult Services with my first Third Thursday event in Benton. We interacted with over 200 people at our booth and more than 20 people signed up for library cards. On April 24, I participated with other library staff to tell the high school homeschool students about my part-time job in the Arkansas Army National Guard. On May 4th, I assisted Youth Services by chaperoning their Library Prom which was attended by 22 students. I was pleased to complete my training as a Passport Agent in March and have begun assisting Public Services with passports. I am currently working on becoming a Notary Public so I can assist with that service.

Bryant Branch

I'm proud of Susan Jacobs, Amanda Ball, and Charlie Feick for having their first bilingual story time for children on April 30th. I visited that program and enjoyed seeing them interact with the children that attended. Since then they have continued to branch out by connecting with Bryant School District's ESL program. In addition, I noticed that their Annual Plant Swap program received front page coverage on the May 9th edition of the Saline Courier. Susan continues to encourage her staff to try new ways to reach the community through programming.

East End Branch

I'm very proud of Amanda Garrison and her library team at East End. Since opening the new library branch on April 1st, the community has shown increased interest and support. On May 3rd, Amanda had a wonderful collaboration program with approximately 135 East End Intermediate 5th grade students. I was able to assist them with this educational experience that taught the kids about voting rights and various types of government. It was a great experience for the students, teachers, and parents that attended.

Submitted by,
Stony Evans
Assistant Library Director

Library Management Team Report

Bryant Branch

May 2024

Statistics

During the month of March, the public computers were used 619 times for 353 hours with an average of 34 minutes for each session. We had 5,169 patrons visit with a daily average of 199 visitors. We notarized 65 documents and submitted 78 passport applications. We circulated 8,109 items, which is a 70.8% increase over 2023 (4,748). The Seed Library in March gained 116 new members and distributed 2,430 packets to 486 patrons.

In April, the public computers were used 760 times for 470 hours with an average of 37 minutes for each session. 5,546 patrons visited the branch with an average of 221 patrons per day. We notarized 80 documents and submitted 51 passport applications. We circulated 7,220 items which is a 108.1% increase over 2023 (3,469). The Seed Library distributed 2,125 packets to 425 patrons.

Staffing Report

With a new Teen Librarian starting in April, the branch is fully staffed. All new staff members, hired since January, have finished their training and are successfully transitioning into their roles.

Submitted by,
Susan Jacobs
Branch Manager

Library Management Team Report

East End

May 2024

East End Library

The East End Library finally opened on April 1! We had more than 400 people celebrate our opening day with us (the door count said 1284, though I've cut the actual attendance number down by more than half because people were in and out all day!) and, though we haven't had that many people in one day since, we have been pretty steady with our attendance. We had 1861 people visit during the month of April, an average of 89 per day, and made 264 library cards. We answered 190 questions (22 digital questions, 124 general questions, 19 reference questions and 25 questions about technology) and had 19 people use our Study Room, 25 use the Meeting Room and 116 use our CreativeSpace, not counting those that toured each of the spaces on opening day. We had 64 use our computer lab for 18 hours and 30 minutes, 17.34 minutes on average.

E'Yanne, Lydia and I are really pleased at how steady we've been and how excited everyone is to finally have a library in their community. All of our interactions with patrons have been so positive that I've started collecting videos of patrons who come in exclaiming how happy they are that the library is here. Not sure what I'll do with them just yet, but it is very nice to see.

Though we still do not have all our materials on the shelves, we're getting there! We have at least some materials available for all our patrons and now that we're open, patrons are able to put items on hold from other locations and pick them up here.

We haven't gotten a chance to start many programs yet, though we have had one adult program, a Twilight Party, that had 24 people attend, and we were visited by the entire fifth grade from East End Intermediate school, 135 students plus 30 or so parents and teachers, and had a program with them about voting rights. We had a great time!

We're excited to start up more programs in June for Summer Reading and will have storytimes and performers for children visit on Wednesday mornings at 10:30 and programs for adults and teens on Thursdays at 4:00.

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

Library Management Team Report

Building Operations Department

May 2024

IT

IT has steadily been upgrading or planning upgrades to our security camera equipment at all of our buildings. IT also began the process of replacing all of our public computers and we are nearly complete. The library has undergone significant changes of late and Geoff does a fantastic job of keeping pace while also addressing the day-to-day IT issues as they arise.

Maintenance/Housekeeping

Billy has been preparing for the summer and getting things ready so that we experience as few problems as possible during a very busy time for the library. He continued to stay on top of all of our maintenance issues, small and large, including addressing lighting issues in Benton and Bryant. We also had some trees removed in Bryant to allow for our security cameras to get a better view of the property. Billy also oversaw the moving of the mini-split AC unit from the Adult Services Office to the server room.

Brittton and Tatiana continued to do an amazing job keeping our buildings clean and presentable for staff and patrons alike. Beginning May 20th, Tatiana will be in Bryant full-time.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Public Relations Department

May 2024

Social Media

Social Stats March 4 – May 12:

Facebook Reactions: 5933 (+3206)

Facebook Link Clicks: 746 (-437)

Facebook Posts: 534 (+118)

Facebook New Followers: 370

Facebook Reach: 412,780 (+132,518)

Facebook Shares: 902 (+90)

Instagram New Followers: 4

Instagram Number of Posts: 83

Instagram Likes: 1233

Instagram Comments: 8

Instagram Reach: 8388

Summer Reading

Summer Reading branding is complete. We created our own registration form this year and staff have been trained. We are also sending information to our partners and schools along with purchasing a few ads.

Public Attendance

We were present at various meetings to be as involved in our community as we can.

Public Attendance Jan 1 – Mar 3:

Ribbon Cuttings: 8

Rotary Meetings: 4 (plus 4-day camp for RYLA students to teach leadership skills)

Leads Group Meetings: 6

Chamber Meetings or Events: 7

Community Partner 1-on-1: 0

Other networking or community events: 6

We attended some great events such as the Hornet Health Fair, Saline County Career Fair (signed up 43 cards), Business Expo, and Third Thursday.

Staff Announcements

Kari took the Professional Community Economic Developers certification test in April and passed. This was a test given after completing three years of Community Development Institute training.

Submitted by,
Kari Lapp
Public Relations Manager

Library Management Team Report

Systems Administrator

May 2024

Gann Museum Updates

In place of the veterans' display in the front room, Cody is working on a display about the Old River Bridge. He is also working to gather artifacts and photos particularly suitable for a mobile display, in order to have a Gann presence at marketing events and conventions.

MidArk Updates

The BiblioCommons app should be ready for testing by June 1. On the back end, each MidArk library now has their own adult and juvenile patron codes, and each library can only edit their own patrons. Autorenewals were turned on for Malvern and Sheridan.

Submitted by,
Julie Syler
Systems Administrator

Library Management Team Report

Adult Services Department

May 2024

Makerspace

The Makerspace closed its doors for the first two weeks in March for cleaning and reorganization. Becca Griffin and many staff volunteers worked hard sorting through supplies, reorganizing storage solutions, and moving furniture and tools to open up the general work space. The result is a more inviting and easily accessible Makerspace. Upon reopening, we aligned the hours of the both the Benton and Bryant Makerspace and added a second Saturday each month at Benton.

Since then, we added a new 3D printer and sublimation printer with a mug/cup heat press to the Benton Makerspace. We have been working with Public Services to create 3D models and dice trays for the Library of Things Dungeons and Dragons Kit they are creating.

Programming

We have had good turn out to our programs these past few months. The DIY Eclipse T-Shirts program on March 21st was a surprise hit. We served at least 150 patrons over the course of just a couple of hours.

Joel Beck started a Chess Club and Birds of a Feather birdwatching group. Chloe Bridges started a Tech Tuesday program at Bryant aimed at helping patrons who are struggling with technology related issues. Becca Griffin started an Adult Craft Hour in the Makerspace each Tuesday morning. Each of these programs has good turnout.

Statistics

	March	April
In Person	189	42
Makerspace Benton	124	250
Makerspace Bryant	67	92
Presenter	22	13

Submitted by,
Laura Austin
Adult Services Manager

Library Management Team Report

Public Services Department

May 2024

Statistics

In March, computers were used 947 times for 599 hours and 19 minutes, 38 minutes on average, 1068 questions were asked (85 digital questions, 593 general questions, 139 reference questions, 251 technology questions) and 12,207 patrons visited, an average of 488 per day. We had 220 new library cards.

In April, computers were used 906 times for 641 hours and 8 minutes, 42 minutes on average, 1315 questions were asked (43 digital questions, 742 general questions, 210 reference questions, 320 technology questions) and 13,934 patrons visited, an average of 557 per day. We had 198 new library cards.

Our stats have been *amazing* lately. Our door counts have been increasing by 1,000 patrons *every month*. That is **AMAZING!** For our next report, I will be including Passport question statistics we receive as well, considering we are getting a ton more questions regarding passports.

Staffing Report

CPR training is going off without a hitch here at the Public Services department. By the end of training, our entire frontline staff will be trained with CPR which is amazing for our elderly staff. We recently got training in Narcan and have that readily available as well. Prepare for the worst, hope for the best!

Library of Things

Very excited to announce that we are in the process of making new kits for the Library of Things. We just sent out our Bird Watching Kits, and I am in the process of working on a Yoga kit, possibly for our East End Branch, and a Dungeons and Dragons starter kit for the Benton Branch. I've reached out to multiple game stores in the Central Arkansas area and have received offers of donations as well as permission to include them in the kit as a viable place for people to sit down and play. Hopefully, this will also put more bodies in the library and boost our circulation of our roleplaying books!

Submitted by,
Madison Oden
Public Services Manager

Library Management Team Report
Youth Services
May 2024

Programming & Makerspace Attendance in March & April

In March & April, 1718 people came to storytime and preschool programs, 495 came to afterschool programming, and 182 came to teen programs. Each month during the school year, we visit 18 different schools, preschools, and daycares, seeing 1439 children and teens. In March & April, we attended 2 school outreach events where we spoke to 152 people. Reading Dragons ended in April for the school year. In just the last two months of the program, 370 kids picked up cards. Everyone was sad to see the program end, but it will return in September.

May Programs and Outreach

Each year, the youth services department takes most of the month of May off from regular programming to focus on school visits and summer reading preparations. This year we have 6 school visits and/or family night events booked so far. Already this month, we had a homeschool material swap, baby prom, a princess storytime with Miss Saline County, and Library Prom. We also have a Paw Patrol Party planned for the end of the month. Library Prom was a big success this year. We had 22 teens attend and Paxton's Pizza donated pizza to feed all the hungry teens and chaperones. We are also attending community events with other library staff to promote summer reading.

Summer Reading

Our Summer Reading Challenge runs from Monday, June 3 to Saturday, July 27. The youth services calendar is packed with programs for children and teens of all ages. We will have at least 6 storytimes each week this summer, performers on Wednesdays, and 2 programs for each group of school-aged children every week. East End will be having storytimes and performers on alternating Wednesdays. This summer we are offering 3 prizes on day 10, day 25, and day 40. We will be registering people at all library locations and at the community events we attend in May. Patrons will be able to register themselves online but will need to come into the building to enter the days they have read. Monday, June 3, we will be kicking off the Summer Reading Challenge from 3:00pm – 6:00 pm in Benton and Bryant with crafts and special performers. Benton will have members of Central Arkansas Circus Arts performing. Bryant will have a show by Marty Boone the Magic Balloon Man. Saturday, July 27, we will close out the summer with a Come Back Home Wrap Party.

Submitted by,
Wendy Christy
Youth Services Manager