

**Saline County Library
Board of Trustees
Agenda**

**Date: 15 July 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 May 20, 2024 board meeting
5. Financial Reports
 - a. Income and Expense Reports
6. Discussion Items
 - a. Director's Report
 - b. Library Management Team Reports
7. Unfinished Business
 - a. Approve Reconsideration of Materials Policy
 - b. Review of Collection Development Policy
8. New Business
 - a. 2024 Classification and Compensation Analysis
 - b. Pay Increase Policy
 - c. Check Signer Resolution
 - d. Deletions
 - e. RFQ for Auditing Services

Adjourn

Next regular board meeting 16 September 2024

Saline County Library Board Meeting Minutes

May 20, 2024

Attendees:

Marian Douglas, Board Chair
Allison Nolley, Board Member
Kara Conrad, Board Member
Matt Brumley, County Judge
Kolton Jones, County Attorney
Pat Bisbee, Quorum Court JP

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

Excused:

Jamie Clemmer, Board Member

- I. Call to Order
Douglas called the meeting to order at 4:02 PM.
- II. Announcements
Espey announced that we have an official ribbon cutting date for East End. It will be June 4th at 2 PM.
- III. Public Comment
No public comment made
- IV. Minutes from the 3/11/2024, 3/25/2024, and 4/4/2023 board meetings
McKeown motioned to accept the minutes as presented. Conrad seconded that motion which passed unanimously.
- V. Financial Reports
 - a. Income and Expense Reports
Nolley 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. Nolley seconded that motion which passed unanimously.
- VI. Discussion Items
 - a. Friends of the Library Report
No representative from the friends of the library was available to speak. Espey spoke about how popular our bookstore and happy sacks are.
 - 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.

VII. Unfinished Business

a. Review of Collection Development Policy

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

Douglas asked Judge Brumley about an update on the RFQ for the financial audit. Brumley stated that now is the best time to send it because we had originally sent it during tax season and it is their busiest time of year.

VIII. Douglas adjourned the meeting at 5:42 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	2,519,407.03	4,200,000.00	1,680,592.97	59.99 %
4200 State Aid	45,636.29	147,000.00	101,363.71	31.05 %
4255 Advertising Income	742.70		-742.70	
4310 Book Sale	10,774.77	22,000.00	11,225.23	48.98 %
4330 Copies/Printing	5,145.74	15,000.00	9,854.26	34.30 %
4350 Fines / Fees	3,113.44	15,000.00	11,886.56	20.76 %
4365 Fundraising	1,086.25	2,200.00	1,113.75	49.38 %
4355 Gumballs	742.60		-742.60	
Total 4365 Fundraising	1,828.85	2,200.00	371.15	83.13 %
4370 Gifts/Memorials	4,075.00		-4,075.00	
4410 Interest Income	64,692.71	66,000.00	1,307.29	98.02 %
4455 Passport Fee	32,456.43	40,000.00	7,543.57	81.14 %
4460 Refund	10,925.25		-10,925.25	
Billable Expense Income	0.00		0.00	
Total Revenue	\$2,698,798.21	\$4,507,200.00	\$1,808,401.79	59.88 %
GROSS PROFIT	\$2,698,798.21	\$4,507,200.00	\$1,808,401.79	59.88 %
Expenditures				
3070 Rents, Land, & Buildings	25,500.00	53,000.00	27,500.00	48.11 %
6560 Payroll Expenses	-994.86		994.86	
0100 Wages	1,056,139.03	2,036,624.50	980,485.47	51.86 %
0600 Taxes (Fed, AR, SUTA)	79,291.22	130,000.00	50,708.78	60.99 %
0800 Retirement	156,337.35	278,500.00	122,162.65	56.14 %
0900 Insurance Benefits				
0900-01 Health Insurance	111,691.09	224,000.00	112,308.91	49.86 %
0900-01-01 Retiree Health Insurance & COBRA	-802.16		802.16	
Total 0900-01 Health Insurance	110,888.93	224,000.00	113,111.07	49.50 %
0900-02 Life Insurance	418.00		-418.00	
Total 0900 Insurance Benefits	111,306.93	224,000.00	112,693.07	49.69 %
1000 Worker's Compensation	3,645.00	6,000.00	2,355.00	60.75 %
1200 Other Fringe Benefits	364.00	1,000.00	636.00	36.40 %
Total 6560 Payroll Expenses	1,406,088.67	2,676,124.50	1,270,035.83	52.54 %
6700 Supplies				
1600 Printing	5,941.58	10,000.00	4,058.42	59.42 %
1700 General Supplies	12,368.59	30,000.00	17,631.41	41.23 %
67-1700 General Office Supplies	75.21		-75.21	
Total 1700 General Supplies	12,443.80	30,000.00	17,556.20	41.48 %
2000-1 Janitorial Supplies	10,073.41	25,000.00	14,926.59	40.29 %
3300 Service Contracts	47,820.18	85,000.00	37,179.82	56.26 %
Total 6700 Supplies	76,278.97	150,000.00	73,721.03	50.85 %
6800-1 Professional Services	11,842.12	70,000.00	58,157.88	16.92 %
4900 Communications				

Saline County Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
69-4900 Telephone/Internet	15,643.47	41,500.00	25,856.53	37.70 %
Total 4900 Communications	15,643.47	41,500.00	25,856.53	37.70 %
5000 Postage	4,653.00	13,000.00	8,347.00	35.79 %
6800 Other Professional Services	3,312.00	5,000.00	1,688.00	66.24 %
68-4600 Credit Card Fees	187.94		-187.94	
Total 6800 Other Professional Services	3,499.94	5,000.00	1,500.06	70.00 %
Total 6800-1 Professional Services	35,638.53	129,500.00	93,861.47	27.52 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	682.60	5,000.00	4,317.40	13.65 %
70-5200 Fuel for Personal Vehicle Use	1,078.98	2,000.00	921.02	53.95 %
70-5300 Airline and Rental Car	445.17	4,000.00	3,554.83	11.13 %
Total 7000 Transportation	2,206.75	11,000.00	8,793.25	20.06 %
7050 Advertising				
5500 Advertising	23,209.44	35,000.00	11,790.56	66.31 %
Total 7050 Advertising	23,209.44	35,000.00	11,790.56	66.31 %
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	33,190.58	85,000.00	51,809.42	39.05 %
6200 Gas	8,605.75	23,000.00	14,394.25	37.42 %
6300 Water	3,436.10	7,500.00	4,063.90	45.81 %
6400 Waste Disposal	3,273.70	5,500.00	2,226.30	59.52 %
Total 72-6000 Utilities	48,506.13	121,000.00	72,493.87	40.09 %
7300 Repairs and Maintenance	292.44		-292.44	
73-6500 Building and Improvements	2,761.41	35,000.00	32,238.59	7.89 %
73-6600 Machinery and Equipment	10,597.17	15,000.00	4,402.83	70.65 %
Total 7300 Repairs and Maintenance	13,651.02	50,000.00	36,348.98	27.30 %
7400 Miscellaneous				
74-7300 Dues and Memberships	2,200.00	9,500.00	7,300.00	23.16 %
7900 Meals and Lodging	1,223.56	4,000.00	2,776.44	30.59 %
8200 Refund	139.05	2,000.00	1,860.95	6.95 %
8600 Software	30,040.28	110,000.00	79,959.72	27.31 %
Total 7400 Miscellaneous	33,602.89	125,500.00	91,897.11	26.78 %
8500-1 All Programming	29,455.05	90,000.00	60,544.95	32.73 %
8700 Staff Development	5,944.48	16,200.00	10,255.52	36.69 %
8752 Fundraising Expenses	146.55	1,000.00	853.45	14.66 %
8800 Books/Magazines/Video/Audio	384,691.02	605,000.00	220,308.98	63.59 %
Reimbursements	28.44		-28.44	
Total Expenditures	\$2,087,798.54	\$4,097,324.50	\$2,009,525.96	50.96 %

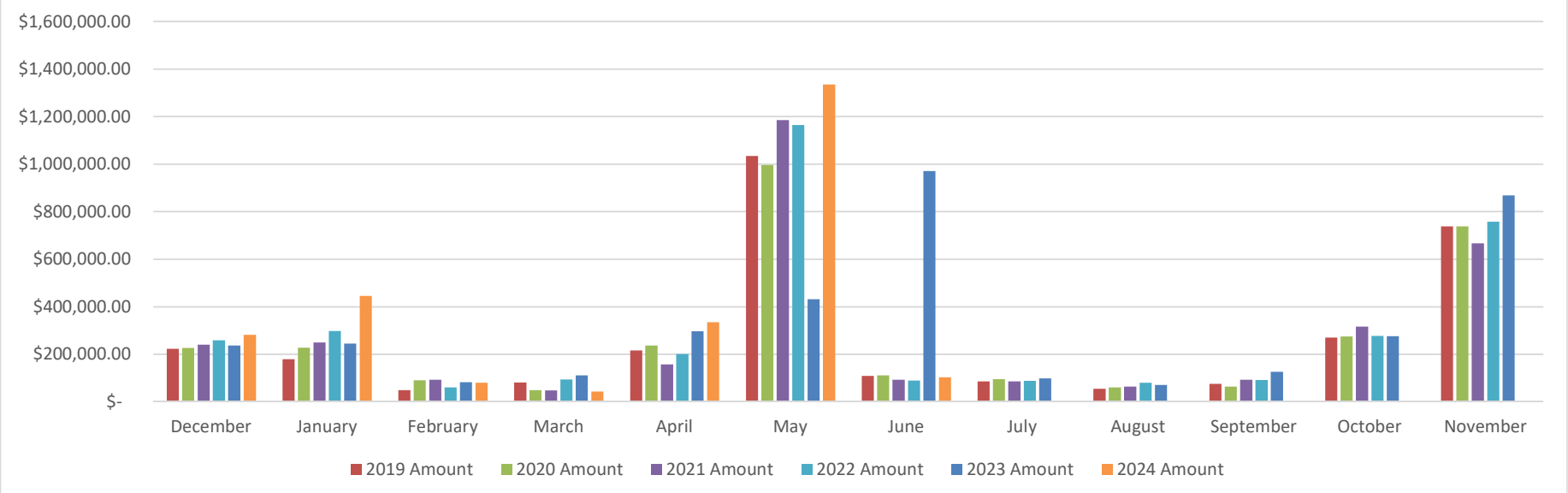
Saline County Library

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

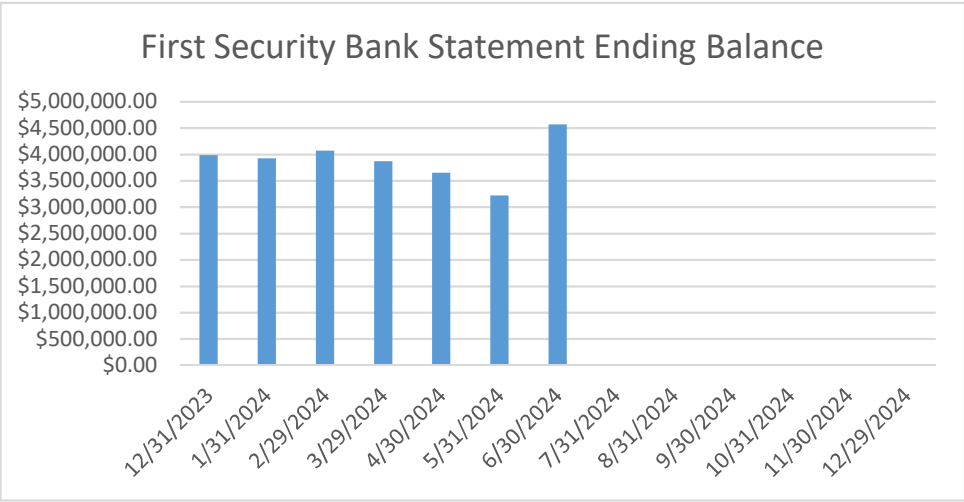
January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
NET OPERATING REVENUE	\$610,999.67	\$409,875.50	\$ -201,124.17	149.07 %
Other Expenditures				
9100 Building and Furnishings	49,811.87	287,000.00	237,188.13	17.36 %
9300 Machinery and Equipment	101,461.39	169,000.00	67,538.61	60.04 %
9500 Other Miscellaneous Expenditure		25,875.50	25,875.50	
9600 Friends Expenses	2,552.81	28,000.00	25,447.19	9.12 %
Total Other Expenditures	\$153,826.07	\$509,875.50	\$356,049.43	30.17 %
NET OTHER REVENUE	\$ -153,826.07	\$ -509,875.50	\$ -356,049.43	30.17 %
NET REVENUE	\$457,173.60	\$ -100,000.00	\$ -557,173.60	-457.17 %

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	\$ 1,335,255.50	\$ 904,312.54
June	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29	\$ 970,451.41	\$ 102,423.53	\$ (868,027.88)
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	\$ 2,621,830.56	\$ (1,191,758.17)



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	\$3,221,258.50
6/30/2024	\$4,567,448.39
7/31/2024	
8/31/2024	
9/30/2024	
10/31/2024	
11/30/2024	
12/29/2024	



Library Director's Report

July 2024

New Human Resources Manager

Brandy Woods is our new Human Resources Manager. She trained with Heather during the week of July 8-12. Brandy comes to the library with 16 years of HR experience and a passion for employee relations. We are excited to have her join our team.

MidArkansas Regional Board Meeting

The next MidArk board meeting will be in September at the main branch of the Saline County Library in Benton. The exact date is to be determined as there is a director's summit for public library directors scheduled for September 25-27, and the board meeting was originally scheduled for September 27.

Cybersecurity Meeting

Stony and I met with one of the Cybersecurity State Coordinators out of the Cybersecurity and Infrastructure Security Agency that is part of the Department of Homeland Security. They provide resources for cybersecurity training and also offer security evaluations of physical locations. We will be working with them to set up training for our staff.

Magnetic Locking System

The system is installed and working well.

CPR Training

The Saline County Emergency Management department conducted CPR training for our staff. We had to postpone the final group to July 10 due to an emergency weather situation that moved through Saline County in May.

Continuing Education

I will be participating in a course at Harvard University August 6-8. The course is Future Library Design: Emerging and Enduring Principles.

Legislative Audit

They have started collecting documents for the 2023 Legislative Audit. Currently, they have just requested reports, but they will be by at the end of the week of July 15 to start picking up physical documents.

Submitted by,
Leigh Espey
Library Director

Circulation Report

June 2024

Saline County Library

Material Type	2019	2020	2021	2022	2023	2024	Difference
Adult							
Books and audiobooks	10,694	3,280	6,843	7,463	7,298	8,898	1,600
eBooks	6,694	7,662	7,820	7,877	7,620	7,503	(117)
eAudiobooks	3,300	3,409	4,328	4,947	6,263	7,066	803
eMagazines	0	255	450	505	724	1,092	368
DVDs	11,487	1,652	4,026	4,895	3,958	5,413	1,455
Music	203	24	31	87	3	0	(3)
Videogames	1,002	160	495	641	582	735	153
Boardgames	25	20	18	12	52	65	13
Library of Things	79	28	197	294	121	132	11
Kanopy (streaming films)	0	207	564	316	882	537	(345)
Freegal (streaming music & downloads)	1,934	1,609	1,103	1,108	6,013	1,723	(4,290)
Hoopla (downloadable books, movies & music)	0	274	762	1,246	2,374	4,016	1,642
Subtotal	35,418	18,580	26,637	29,391	35,890	37,180	1,290
Children's & Teen							
Books and audiobooks	17,843	2,860	12,835	14,913	13,798	18,575	4,777
Total	53,261	21,440	39,472	44,304	49,688	55,755	6,067

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

2022: Book vs eBook = 61% vs 39%

2023: Book vs eBook = 55% vs 45%

Library Management Team Report

Assistant Library Director

July 2024

Benton Branch

Madison Oden has continued developing new innovative kits for all ages for the Library of Things as a part of Public Services. She has worked with the other branches in the development of these kits. In addition, she has implemented scheduled time for all four of the new passport agents now in Public Services. Laura Austin has done a wonderful job with the Adult Services team. I attended her recent team meeting in June. She now has one of her staff rotating on the Ask Here Desk each day to assist the Public Services Team with patron needs during the high volume times. The team is working together to plan for many fall events as they complete summer reading programming. Wendy Christy and her Youth Services team have been instrumental in scheduling performers and programming for the summer reading program. She has been helping keep track of the inventory of prizes for summer reading.

Bryant Branch

Susan Jacobs has worked hard to move shelving and furniture in June at the Bryant Branch to create a more user-friendly experience for patrons. Programs have had increasing attendance and the circulation numbers continue to reflect greater usage. Susan and Wendy continually collaborate to ensure their shared Youth Services staff are working together for the many summer events. Programmers Amanda Ball, Callie Graham, and Chloe Bridges are already planning many exciting events for the fall. I'm very proud of how all the departments and branches are working together to coordinate busy schedules.

East End Branch

Amanda Garrison and her library team have had great success with summer programming. I visited programs on June 26th and July 3rd. The Big Poppa Bubble program on June 26th had over 100 in attendance. The story time program on July 3rd had nearly 100 patrons that visited. I have noticed that the materials for holds we send to East End via transit have increased. The East End community is still excited about the many resources at this new library branch.

Submitted by,
Stony Evans
Assistant Library Director

Library Management Team Report

Bryant Branch

July 2024

Statistics

During May, the public computers were used 844 times for 442 hours with an average of 32 minutes for each session. We had 6,606 patrons visit with a daily average of 264 visitors. We notarized 73 documents and submitted 45 passport applications. We circulated 7,038 items, which is a 38% increase over 2023 (5,100). The Seed Library gained 78 new members and distributed 1,815 packets to 363 patrons.

In June, the public computers were used 619 times for 305 hours with an average of 30 minutes for each session. 6,341 patrons visited the branch with an average of 253 patrons per day. We notarized 60 documents and submitted 53 passport applications. We circulated 8,877 items which is a 39% increase over 2023 (6,385). The Seed Library distributed 1,305 packets to 261 patrons. There were 59 new members.

Questions

	Reference	General	Streaming	Computer	Passport calls
May	93	121	21	123	44
June	151	181	58	155	118

Staffing Report

Our shelve, Kristen Banks, left the library in June to begin her PhD program at the University of Memphis. Charlie Flick, one of our library assistants, decided to assume the shelve role. We hired Chloe Lee to take the vacated library assistant role, and she will start on July 15.

Submitted by,
Susan Jacobs
Branch Manager

Library Management Team Report

East End

July 2024

East End Library

Our first summer at East End Library is going well! Attendance at our children's programs has far exceeded what we were initially expecting and that is an amazing thing! We are making connections with our patrons and see people every day who come in for their very first time, not realizing that they have their own branch of the library in their community. We expect to reach even more patrons when school starts back up in August and have made connections with local teachers to spread the word with their students that the library is here for them to come and explore! We will also start some regular programs including storytimes and book clubs that our patrons have been asking us for since day one.

We had 1656 people visit during the month of May, an average of 75 per day, and made 135 library cards. We answered 164 questions (19 digital questions, 93 general questions, 15 reference questions and 37 questions about technology) and had 21 people use our Study Room, 97 use the Meeting Room and 117 use our CreativeSpace. We had 102 use our computer lab for 44 hours and 14 minutes, 26.02 minutes on average.

In June, we had 2001 people visit, an average of 100 per day, and made 134 library cards. We answered 195 questions (33 digital questions, 100 general questions, 26 reference questions and 36 questions about technology) and had 24 people use our Study Room, 70 use the Meeting Room and 116 use our CreativeSpace. We had 95 use our computer lab for 31 hours and 14 minutes, 19.73 minutes on average.

Summer Reading at East End has been going exceptionally well, and, as previously mentioned, we've had so many more program attendees than we ever imagined. Our very first children's program, a visit from Arkansas Game and Fish, had 110 in attendance. We were thinking we'd have maybe 30? We were blown away! It's a good thing that we planned for all of our shelving and furniture to be movable because attendance for children's programs has continued to exceed our expectations and we've had to rearrange our entire library to fit in all our families! We are excited to finish out the summer and see just how many patrons enjoy visiting our little space. The second children's program, a visit from a Spiderman character, had 83, our third program, a puppet show and storytime performed by myself and Bella from Benton, with help from E'Yanne, had 105, and our final children's program of June, a visit from Big Poppa Bubble, had 111. The first week of July, typically a slower week for programming because of the holiday, did have fewer in attendance, but the storytime I presented with E'Yanne had 74 guests. This is E'Yanne's first time presenting in storytime. More on this in a moment!

The adult and teen Craft Corner program we have on Thursday afternoons has fewer people in attendance, actually closer to what we were expecting, giving us the ability to interact more closely with our patrons. We had 9 at our program hosted by East End Flowers and Gifts, 18 at a Broken Jewelry craft program hosted by me (we actually had to get out more tables and chairs and move out of the meeting room for that one!), 8 at a program hosted by Cravings, the local coffee shop, and 11 at a program that we had to come up with spur of the moment! The original program presenter was unable to attend and shifting some of our other programs wouldn't work because of staffing issues, but luckily one of our patrons, the East End Middle School art teacher, is a former nature specialist, and she had some spiders she could bring in and teach our patrons about! We're excited to see how attendance goes in July!

In addition to these amazing summer programs, we also officially joined the Little Rock Chamber of Commerce and had a ribbon-cutting event on June 4 that 199 people attended. We're so pleased and feel so welcomed in our community! At all our events over May and June, including some passive activities, we had 952 in attendance.

In staffing news, we are doing amazing things at East End with two full time staff members, myself and E'Yanne, and one part time staff member, Lydia. E'Yanne was just promoted to Library Assistant: Programmer and I absolutely cannot wait to see what programs she comes up with and to help her grow in her new position! We will be sharing storytime duties in the fall and have some other exciting events planned, including a Star Wars storytime on July 19 in collaboration with Cravings who is having their very first Coffee and Cosplay event. After our storytime that morning, staff will visit Cravings and sign up patrons for library cards, in costume of course. We are able to do this program and many of the others we are doing this summer because we have some seasonal help most afternoons. We love having our seasonal employees out here, not only because they are fantastic employees, but also so we can get a little bit of a break from the desk to plan for and prepare more activities for our patrons to enjoy, and work on other library duties like cleaning, shelving, ordering materials and more. We can't wait to see what the future holds for East End!

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

Library Management Team Report

Adult Services

July 2024

Makerspace

As part of the summer program schedule,

- A Monday morning Makerspace Camp for ages 8-18 was added;
- The Tuesday morning Adult Craft Hour continued from the previous programming cycle;
- A Thursday evening adult craft hour called Adventures in Making was added;
- Makerspace Open hours were added on Thursday mornings;
- and Bryant Makerspace maintained its hours from the Spring.

All of these programs have proven highly successful in increasing patron awareness and usage of the Makerspace in both Benton and Bryant.

Programming

May saw a huge increase in participation mainly due to the hugely successful Tiny Art Show: 244 canvases were picked up, of those, 150 were returned, and 350 votes were cast for the final winners.

Joel Beck presented two highly informative sessions on Mushroom Farming bringing in 22 patrons total.

We have had our initial meetings to plan Fall programming and I am very excited about what the Adult Services Department has come up with.

Outreach

Bella Holloway held two Outreach programs promoting Summer Reading in May and June. The first was in Alexander City Park and the second was in Haskell at the Arkansas Health Center. In total, 327 attended, of those, 126 signed up for the Summer Reading Challenge, and 12 signed up for library cards.

Statistics

	May	June
In Person	922	149
Makerspace Benton	290	410
Makerspace Bryant	79	112
Presenter	26	30

Submitted by,
Laura Austin
Adult Services Manager

Library Management Team Report

Public Relations Department

July 2024

Social Media Stats

Social Stats May 13 – July 7:

Facebook Reactions: 2,894

Facebook Clicks: 15,121

Facebook Posts: 208

Facebook New Followers: 265

Facebook Reach: 225,577

Facebook Shares: 575

Instagram New Followers: 23

Instagram Number of Posts: 92

Instagram Likes: 472

Instagram Comments: 1

Instagram Reach: 9,103

Public Attendance and Outreach Stats

Public Attendance Mar 13 – July 7:

Ribbon Cuttings: 9

Rotary Meetings: 3

Leads Group Meetings: 3

Chamber Meetings or Events: 5

Community Partner 1-on-1: 0

Other networking or community events (outreach): 8

Outreach attendance/engagement: 758

New Cards: 58

Summer Reading sign-ups: 189

Announcements

We hosted two Summer Reading Challenge outreach events- one in Haskell and one in Alexander at the city park. Both of these events had good turnout and great feedback.

Laura M. joined our team as the Marketing Coordinator in July. She has started working on social media plans, Library Card Sign-Up Month campaigns, and website updates.

Our lockers were moved to Alexander City Hall. The lockers have been wrapped and are in the final stages of setting up before being ready for the public.

We celebrated a new Storywalk in Bryant at Mills Park. The City of Bryant Parks and Recreation Department invited us to film a little promotional video that will air this month.

Submitted by,

Kari Lapp
Public Relations Manager

Library Management Team Report

Public Services Department

July 2024

Statistics

In May, computers were used 837 times for 575 hours and 20 minutes, 41 minutes on average, 1084 questions were asked (57 digital questions, 617 general questions, 147 reference questions, 263 technology questions, 42 passport questions) and 12,836 patrons visited, an average of 494 per day. We had 153 new library cards.

In June, computers were used 840 times for 540 hours, 39 minutes on average, 1158 questions were asked (48 digital questions, 677 general questions, 228 reference questions, 205 technology questions, 57 passport questions) and 15,915 patrons visited, an average of 637 per day. We had 223 new library cards.

Staffing Report

We have our Seasonal staff with us for Summer Reading, and they have been helping us out so much. Thanks to them, we've been able to keep our workroom relatively stable with the massive influx of books. I also want to seriously shoutout my regular circ staff and my shelveers. They've really been putting in *awesome* work, helping each other out and providing help even when no one asks them. This really is an amazing team, and I'm super proud of them.

Library of Things

Our Dungeons and Dragons kit has officially been checked out! Here's to many more check outs! We just got some hammocks in as well. Hopefully they'll be perfect just in time for summer and fall! Planning on sending a snow cone maker to East End soon as well!

Submitted by,

Madison Oden
Public Services Manager

Library Management Team Report
Youth Services
July 2024

Programming in June & Early July

Summer Reading has been a huge success so far. Our programs have great attendance across all age groups. So far this summer, we have had over 1,200 people attend storytime; over 300 attended programs for school-aged children; and 100 attended teen programs. Our weekly performers have had near record attendance this summer so far with over 1300 attending. Our biggest program by far has been the visit from Animology. They came to Benton and Bryant with nearly 500 people attending. East End has had amazing numbers of people attending their Wednesday morning programs. We also have several passive programs for patrons of all ages to participate in while they are in the library. These have hundreds of participants each week and are enjoyed by everyone. In addition to our programs, we are also continuing several daycare outreaches.

Summer Reading Registration & Prizes

The age groups for the summer reading program this summer are 0-5, 6-12, 13-18, and 18+. The number of people who have registered and picked up prizes so far this summer is well above last year. So far, nearly 3000 people have registered and over 850 have earned at least one prize.





Submitted by,
Wendy Christy
Youth Services Manager

Library Management Team Report

Building Operations Department

July 2024

Building Operations Department

IT

IT began the process of replacing all of the public computers in Benton and Bryant. We also began preparations for the upgrade of our WiFi equipment in Benton, Bryant and East End. We also had magnetic locks installed and activated, which my team assisted with. Beyond that, Geoff continued to address the day-to-day IT issues quickly and to the best of his ability.

Maintenance/Housekeeping

We had three trees removed in Bryant to allow for better views of the parking lots for the cameras. The new magnetic locks were finalized in Benton and Bryant, as well as the new burglar alarm system in East End. Billy also developed a plan to have fourteen trees in Benton shaped-up to allow for better camera views, which will be put into action very soon.

Since we moved Tatiana to Bryant full-time, both Brittion and Tatiana have thrived with their new responsibilities. They each have done an amazing job at keeping our buildings clean and presentable to staff and patrons alike.

Submitted by,
Rob Walton
Building Operations Manager

RE: Resolution for First Security Bank Check Signers

At the Saline County Library Board of Trustees meeting on 15 July 2024, the Board of Trustees approved check signing privileges for the following staff:

Leigh Espey, Library Director

William Evans, Assistant Library Director

Arielle Wilson, Financial Manager

Brandy Woods, HR Manager

Signed,

Marion Douglas

Chair, Library Board of Directors

Items to be deleted from Inventory
July 15, 2024

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
2960	Microsoft Surface Laptop	\$2056.25	09/2019	Amazon	Broken
2543	Paper Cutter	Unknown	Unknown	Unknown	Broken

Reconsideration of Materials Policy

Any decision to relocate or remove existing materials must comply with federal, state, and municipal law or other applicable authority, and to the extent of there being an irreconcilable conflict, the library must comply with the prevailing law or authority.

Any library patron may personally reject materials which the patron does not approve, but may not restrict the consumption of library materials of any adult patrons and minors over which that person has no custody.

Requests to reconsider the availability of a library collection item must be made pursuant to the following procedures. Only a Saline County resident or library employee may invoke these procedures to challenge the appropriateness of available library materials.

1. Before a person can file a reconsideration request, they shall schedule a meeting with the library director. The library director and challenger will make themselves available for the meeting within 5 business days. The challenger may be accompanied by a single observer. Prior to the meeting, the challenger shall explain in writing their concerns about the material. At the meeting, the library director will communicate the selection criteria for the inclusion of the work pursuant to the Library's Collection Development Policy.
2. After the challenger's meeting with the library director, the challenger has 5 business days to submit a complete Citizen's Request for Reconsideration of Library Materials Form (the "Form"). Every item on the Form must be completed, and anonymous forms will not be accepted. It is expected that the challenger read, view, or listen to the material in its entirety.
3. Upon receipt of the completed Form, the library director will select a committee of library personnel and one board member (the "Reconsideration Committee") to review the Form and the challenged work. The Reconsideration Committee will consist of the library director ex officio, content experts, and other staff as identified by the library director. The committee shall determine whether the challenged material meets the criteria of selection under the library's Collection Development Policy. The Reconsideration Committee shall not withdraw the challenged work solely for the viewpoints expressed within the work. The Reconsideration Committee must read, view, or listen to the challenged work in its entirety and shall not merely consider selected portions of the work or consider aspects of the work without considering the context in which the work is presented to its intended audience.
4. The challenged material shall remain available to library patrons throughout the reconsideration process.
5. The challenger may request a hearing within 5 business days after submission of

the Form. If a hearing is conducted, the Committee must meet to deliberate the request within 30 calendar days after the hearing. If no hearing is conducted, the Committee must meet within 30 calendar days of submission of the form, or 30 calendar days after all Committee members have access to the material, whichever is later.

6. The Reconsideration Committee will promptly deliberate whether the challenged material meets the selection criteria under the library's Collection Development Policy, and committee members may individually continue their review of the matter after the conclusion of the meeting. The committee will consult with legal counsel on any questions of law related to the review.

7. The Reconsideration Committee will ultimately determine by a majority vote whether the material at issue will be retained, relocated, or removed in its entirety from the library. A member of the Reconsideration Committee's majority shall write a summary stating the reasons for the majority's decision (the "Decision"). The Decision must set forth the specific selection criteria supporting the action taken. The Decision shall be provided to the challenger by certified mail with return receipt, or by regular mail or email if the preceding method of notice is unsuccessful.

8. Within 5 business days, the Decision of the Reconsideration Committee may be appealed to the Library Board of Trustees. The Library Board of Trustees must review the challenged work in its entirety and shall not merely consider selected portions of the work or consider aspects of the work without considering the context in which the work is presented to its intended audience. The Decision of the Library Board of Trustees is final.

9. The challenged material cannot be rechallenged for a period of 5 years from the decision date.