

**Saline County Library
Board of Trustees
Agenda**

Date: 10 March 2025 | 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 into the Library Director or any Board Member by noon of the day of the board meeting.
4. Minutes from the 13 January 2025 board meeting
5. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Form
6. Discussion Items
 - a. Director's Report
 - b. Library Management Team Reports
7. Unfinished Business
 - a. Review of Policies
 - b. RFQ for Auditing Services

Adjourn

Next regular board meeting 12 May 2025

Saline County Library Board of Trustees Meeting Minutes

13 January 2025

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

Leigh Espey, Library Director
Stony Evans, Assistant Library Director
Kolton Jones, Saline County Attorney
Pat Bisbee, Quorum Court Liaison
Tonia Breckenridge, HR Manager
Arielle Wilson, Finance Manager

1. Call to Order

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

2. Announcements

No announcements.

3. Public Comment

No public comment made.

4. Minutes from the 19 November 2024 board meeting

Clemmer motioned to approve the minutes. Conrad seconded the motion which passed unanimously.

5. Financial Reports

- a. Income and Expense Reports

6. Discussion Items

- a. Director's Report
- b. Library Management Team Reports

7. Unfinished Business

a. Review of Policies

Rules and Regulations: Conrad motioned to approve the updates. Nolley seconded the motion which passed unanimously.

Wireless Internet Policy: Nolley motioned to approve the updates. Conrad seconded the motion which passed unanimously.

Meeting Room Policy: McKeown motioned to approve the updates. Clemmer seconded the motion which passed unanimously.

Library Closings for Holidays: Conrad motioned to approve the updates. Clemmer seconded the motion which passed unanimously.

b. RFQ for Auditing Services

The board discussed that the RFQ has not received any response. Judge Brumley was asked to please make the Quorum Court aware that the library is still working to acquire a third-party audit.

8. New Business

a. Spring Staff Development Days

Espey asked if the library could have two staff development days in the spring on March 17 and 18. McKeown was in favor of two days but asked if two other days could be considered so that the library was not closed three days in a row. A discussion was had offering several alternate options, and ultimately, the board, along with Espey, decided that April 3-4 would be a good alternative. Conrad motioned to allow for the library to close to the public April 3-4 for staff development. Nolley seconded the motion which passed unanimously.

b. Check Signer Resolution

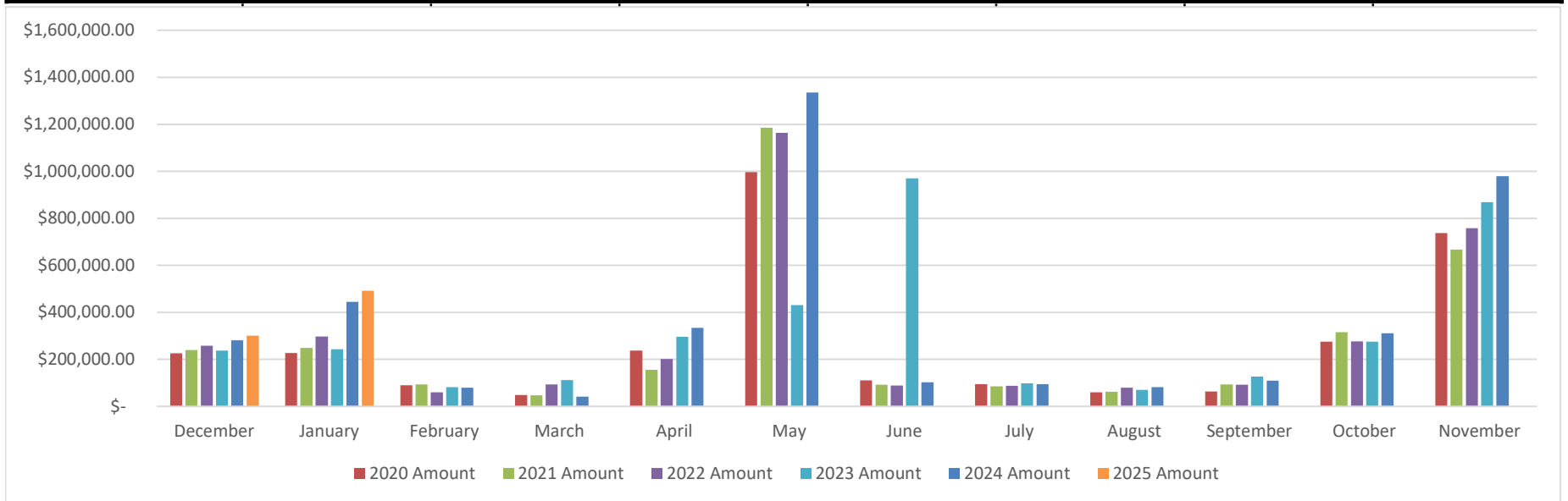
The resolution was signed. Douglas asked that the personal policy be updated to include a list of approved positions that are eligible to be check signers.

Adjourn: 6:08 PM

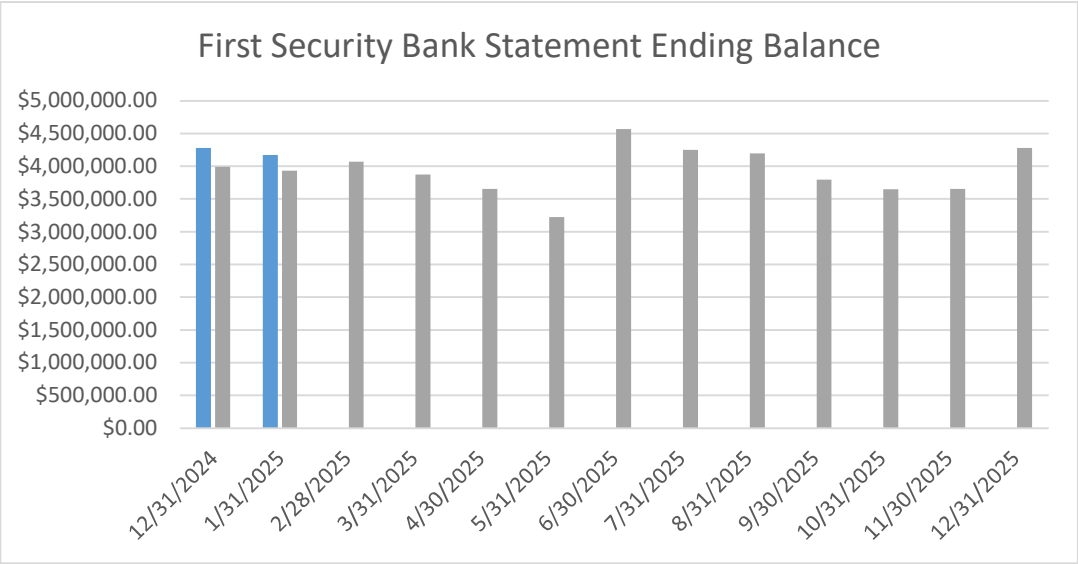
Clemmer motioned to adjourn the meeting. McKeown seconded the motion which passed unanimously.

Next regular board meeting 10 March 2025

TAX RECEIPTS							
Date County Received	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Difference from previous year
December	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 236,663.60	\$ 281,506.20	\$ 300,982.79	\$ 19,476.59
January	\$ 226,867.53	\$ 248,875.25	\$ 297,724.41	\$ 244,107.88	\$ 444,981.53	\$ 492,849.66	\$ 47,868.13
February	\$ 90,322.15	\$ 92,793.73	\$ 60,717.21	\$ 82,586.40	\$ 80,329.09		\$ (80,329.09)
March	\$ 48,354.20	\$ 47,554.84	\$ 93,532.72	\$ 111,487.75	\$ 42,763.71		\$ (42,763.71)
April	\$ 237,069.35	\$ 156,340.43	\$ 201,091.45	\$ 297,178.59	\$ 334,571.00		\$ (334,571.00)
May	\$ 996,484.34	\$ 1,185,278.48	\$ 1,164,224.26	\$ 430,942.96	\$ 1,335,255.50		\$ (1,335,255.50)
June	\$ 110,896.95	\$ 92,488.78	\$ 89,291.29	\$ 970,451.41	\$ 102,423.53		\$ (102,423.53)
July	\$ 94,694.02	\$ 85,193.59	\$ 87,308.16	\$ 98,906.02	\$ 94,044.59		\$ (94,044.59)
August	\$ 60,399.71	\$ 63,259.14	\$ 80,324.03	\$ 70,538.64	\$ 82,464.89		\$ (82,464.89)
September	\$ 63,533.38	\$ 93,021.74	\$ 91,590.17	\$ 126,267.33	\$ 109,242.37		\$ (109,242.37)
October	\$ 275,110.88	\$ 316,655.67	\$ 277,262.72	\$ 275,584.60	\$ 310,411.13		\$ (310,411.13)
November	\$ 737,493.81	\$ 666,438.79	\$ 757,940.44	\$ 868,873.55	\$ 980,160.72		\$ (980,160.72)
	\$ 3,167,386.38	\$ 3,288,544.30	\$ 3,460,061.46	\$ 3,813,588.73	\$ 4,198,154.26	\$ 793,832.45	\$ (3,404,321.81)



First Security Bank Statement Ending Balance	
Date	Amount
12/31/2024	\$4,277,455.23
1/31/2025	\$4,172,629.60
2/28/2025	
3/31/2025	
4/30/2025	
5/31/2025	
6/30/2025	
7/31/2025	
8/31/2025	
9/30/2025	
10/31/2025	
11/30/2025	
12/31/2025	





Saline County Library

Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
4150 Tax Receipts	4,188,553.91	4,200,000.00	11,446.09	99.73 %
4200 State Aid	70,345.90	147,000.00	76,654.10	47.85 %
4255 Advertising Income	5,483.29		-5,483.29	
4310 Book Sale	20,348.43	22,000.00	1,651.57	92.49 %
4330 Copies/Printing	10,984.62	15,000.00	4,015.38	73.23 %
4350 Fines / Fees	6,168.83	15,000.00	8,831.17	41.13 %
4365 Fundraising	3,875.25	2,200.00	-1,675.25	176.15 %
4370 Gifts/Memorials	4,075.00		-4,075.00	
4410 Interest Income	171,543.11	66,000.00	-105,543.11	259.91 %
4455 Passport Fee	57,955.84	40,000.00	-17,955.84	144.89 %
4460 Refund	10,925.25		-10,925.25	
Billable Expense Income	0.00		0.00	
Total Revenue	\$4,550,259.43	\$4,507,200.00	\$ -43,059.43	100.96 %
GROSS PROFIT	\$4,550,259.43	\$4,507,200.00	\$ -43,059.43	100.96 %
Expenditures				
3070 Rents, Land, & Buildings	51,680.00	53,000.00	1,320.00	97.51 %
5000 Advertising				
5500 Advertising	33,802.01	35,000.00	1,197.99	96.58 %
5600 Community Engagement	9,997.08	10,000.00	2.92	99.97 %
Total 5000 Advertising	43,799.09	45,000.00	1,200.91	97.33 %
6560 Payroll Expenses	-418.26		418.26	
0100 Wages	2,003,138.27	2,036,624.50	33,486.23	98.36 %
0600 Taxes (Fed, AR, SUTA)	150,368.00	184,000.00	33,632.00	81.72 %
0800 Retirement	295,989.45	278,500.00	-17,489.45	106.28 %
0900 Insurance Benefits	214,859.80	224,000.00	9,140.20	95.92 %
1000 Worker's Compensation	5,317.00	6,000.00	683.00	88.62 %
1200 Other Fringe Benefits	653.00	1,000.00	347.00	65.30 %
Company Contributions	70.00		-70.00	
Total 6560 Payroll Expenses	2,669,977.26	2,730,124.50	60,147.24	97.80 %
6700 Supplies				
6701 Printing	7,746.44	10,000.00	2,253.56	77.46 %
6750 General Supplies	29,767.67	30,000.00	232.33	99.23 %
6760 Janitorial Supplies	22,016.84	25,000.00	2,983.16	88.07 %
6770 Service Contracts	80,514.26	85,000.00	4,485.74	94.72 %
Total 6700 Supplies	140,045.21	150,000.00	9,954.79	93.36 %
6800 Professional Services	23,280.45	70,000.00	46,719.55	33.26 %
6810 Postage	10,065.76	13,000.00	2,934.24	77.43 %
6820 Communications	37,949.71	41,500.00	3,550.29	91.45 %
6830 Other Professional Services	5,393.77	6,000.00	606.23	89.90 %



Saline County Library

Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total 6800 Professional Services	76,689.69	130,500.00	53,810.31	58.77 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,744.95	5,000.00	3,255.05	34.90 %
70-5200 Fuel for Personal Vehicle Use	2,524.60	3,000.00	475.40	84.15 %
70-5300 Airline and Rental Car	1,184.75	4,000.00	2,815.25	29.62 %
Total 7000 Transportation	5,454.30	12,000.00	6,545.70	45.45 %
7100 Insurance				
71-5800 Fire and Extended Coverage	36,661.00	36,661.00	0.00	100.00 %
71-5900 Vehicle Insurance	2,713.60	4,000.00	1,286.40	67.84 %
Total 7100 Insurance	39,374.60	40,661.00	1,286.40	96.84 %
7200 Utilities				
7210 Electricity	77,458.75	85,000.00	7,541.25	91.13 %
7220 Gas	16,148.63	23,000.00	6,851.37	70.21 %
7230 Water	7,916.45	7,500.00	-416.45	105.55 %
7240 Waste Disposal	5,654.92	5,500.00	-154.92	102.82 %
Total 7200 Utilities	107,178.75	121,000.00	13,821.25	88.58 %
7350 Repairs and Maintenance				
7360 Machinery and Equipment	14,990.25	15,000.00	9.75	99.94 %
7370 R&M-Building Improvements	49,104.96	35,000.00	-14,104.96	140.30 %
Total 7350 Repairs and Maintenance	64,095.21	50,000.00	-14,095.21	128.19 %
7400 Miscellaneous				
74-7300 Dues and Memberships	3,899.00	9,500.00	5,601.00	41.04 %
7900 Meals and Lodging	6,082.25	6,082.25	0.00	100.00 %
8200 Refund	335.44	2,000.00	1,664.56	16.77 %
8600 Software	65,240.43	110,000.00	44,759.57	59.31 %
Total 7400 Miscellaneous	75,557.12	127,582.25	52,025.13	59.22 %
8500-1 All Programming	61,156.70	80,000.00	18,843.30	76.45 %
8700 Staff Development	12,563.08	14,117.75	1,554.67	88.99 %
8752 Fundraising Expenses	488.83	1,000.00	511.17	48.88 %
8800 Books/Magazines/Video/Audio	650,609.30	605,000.00	-45,609.30	107.54 %
Reimbursements	47.08		-47.08	
Total Expenditures	\$3,998,716.22	\$4,159,985.50	\$161,269.28	96.12 %
NET OPERATING REVENUE	\$551,543.21	\$347,214.50	\$ -204,328.71	158.85 %
Other Expenditures				
9100 Building and Furnishings	141,495.04	163,000.00	21,504.96	86.81 %
9300 Machinery and Equipment	173,457.74	239,000.00	65,542.26	72.58 %
9500 Other Miscellaneous Expenditure		17,214.50	17,214.50	
9600 Friends Expenses	2,859.14	28,000.00	25,140.86	10.21 %
Total Other Expenditures	\$317,811.92	\$447,214.50	\$129,402.58	71.06 %



Saline County Library

Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
NET OTHER REVENUE	\$ -317,811.92	\$ -447,214.50	\$ -129,402.58	71.06 %
NET REVENUE	\$233,731.29	\$ -100,000.00	\$ -333,731.29	-233.73 %



Saline County Library

Budget vs. Actuals: Budget_CY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
4150 Tax Receipts	793,832.45		-793,832.45	
4200 State Aid	50,557.22		-50,557.22	
4210 State Scholarship Money	2,700.00		-2,700.00	
4255 Advertising Income	775.00		-775.00	
4310 Book Sale	2,721.57		-2,721.57	
4330 Copies/Printing	1,313.03		-1,313.03	
4350 Fines / Fees	1,045.75		-1,045.75	
4365 Fundraising	316.14		-316.14	
4370 Gifts/Memorials	57.03		-57.03	
4410 Interest Income	14,517.53		-14,517.53	
4455 Passport Fee	13,406.72		-13,406.72	
4460 Refund	21.85		-21.85	
Total Revenue	\$881,264.29	\$0.00	\$ -881,264.29	0.00%
GROSS PROFIT	\$881,264.29	\$0.00	\$ -881,264.29	0.00%
Expenditures				
3070 Rents, Land, & Buildings	13,140.48	53,000.00	39,859.52	24.79 %
5000 Advertising				
5500 Advertising	3,512.85	35,000.00	31,487.15	10.04 %
5600 Community Engagement		10,000.00	10,000.00	
Total 5000 Advertising	3,512.85	45,000.00	41,487.15	7.81 %
6560 Payroll Expenses				
0100 Wages	441,945.88	2,259,124.30	1,817,178.42	19.56 %
0600 Taxes (Fed, AR, SUTA)	33,575.78	150,000.00	116,424.22	22.38 %
0800 Retirement	65,753.46	341,000.00	275,246.54	19.28 %
0900 Insurance Benefits	73,893.68	225,000.00	151,106.32	32.84 %
1000 Worker's Compensation		7,000.00	7,000.00	
1200 Other Fringe Benefits		1,000.00	1,000.00	
Total 6560 Payroll Expenses	615,168.80	2,983,124.30	2,367,955.50	20.62 %
6700 Supplies				
6701 Printing		10,000.00	10,000.00	
6750 General Supplies	6,325.45	30,000.00	23,674.55	21.08 %
6760 Janitorial Supplies	2,551.81	25,000.00	22,448.19	10.21 %
6770 Service Contracts	13,922.45	105,574.49	91,652.04	13.19 %
Total 6700 Supplies	22,799.71	170,574.49	147,774.78	13.37 %
6800 Professional Services				
6810 Postage	569.96	13,000.00	12,430.04	4.38 %
6820 Communications	7,909.04	40,000.00	32,090.96	19.77 %
6830 Other Professional Services	2,214.87	20,000.00	17,785.13	11.07 %
Total 6800 Professional Services	10,693.87	73,000.00	62,306.13	14.65 %



Saline County Library

Budget vs. Actuals: Budget_CY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	68.15	5,000.00	4,931.85	1.36 %
70-5200 Fuel for Personal Vehicle Use	136.33	3,000.00	2,863.67	4.54 %
70-5300 Airline and Rental Car		4,000.00	4,000.00	
Total 7000 Transportation	204.48	12,000.00	11,795.52	1.70 %
7100 Insurance				
71-5800 Fire and Extended Coverage		40,000.00	40,000.00	
71-5900 Vehicle Insurance	3,424.86	4,000.00	575.14	85.62 %
Total 7100 Insurance	3,424.86	44,000.00	40,575.14	7.78 %
7200 Utilities				
7210 Electricity	9,934.18	85,000.00	75,065.82	11.69 %
7220 Gas	3,614.98	20,000.00	16,385.02	18.07 %
7230 Water	993.03	7,500.00	6,506.97	13.24 %
7240 Waste Disposal	575.85	5,500.00	4,924.15	10.47 %
Total 7200 Utilities	15,118.04	118,000.00	102,881.96	12.81 %
7300 Building Operations	352.93		-352.93	
7340 Building and Furnishings-New	5,007.30	40,200.00	35,192.70	12.46 %
7350 Machinery and Equipment-New	113,393.94	218,500.00	105,106.06	51.90 %
7360 R&M-Machinery and Equipment	115.94	5,000.00	4,884.06	2.32 %
7370 R&M-Building Improvements		35,000.00	35,000.00	
Total 7300 Building Operations	118,870.11	298,700.00	179,829.89	39.80 %
7400 Miscellaneous				
7500 Dues and Memberships	625.00	5,000.00	4,375.00	12.50 %
7900 Meals and Lodging		4,000.00	4,000.00	
8200 Refund	67.98	1,000.00	932.02	6.80 %
8300 Scholarship Payment	2,700.00		-2,700.00	
8400 Software	3,633.17	88,903.00	85,269.83	4.09 %
Total 7400 Miscellaneous	7,026.15	98,903.00	91,876.85	7.10 %
8500-1 All Programming	11,286.21	80,000.00	68,713.79	14.11 %
8700 Staff Development	1,210.00	16,200.00	14,990.00	7.47 %
8750 Fundraising Expenses		1,000.00	1,000.00	
8800 Books/Magazines/Video/Audio	94,117.75	520,000.00	425,882.25	18.10 %
9500 Other Miscellaneous Expenditure		32,899.71	32,899.71	
9600 Friends Expenses	327.36	3,000.00	2,672.64	10.91 %
Total Expenditures	\$916,900.67	\$4,549,401.50	\$3,632,500.83	20.15 %
NET OPERATING REVENUE	\$ -35,636.38	\$ -4,549,401.50	\$ -4,513,765.12	0.78 %
NET REVENUE	\$ -35,636.38	\$ -4,549,401.50	\$ -4,513,765.12	0.78 %

Library Director's Report March 2025

In-Service 2025

Staff in-service is scheduled for April 3-4. Tonia has scheduled several trainings for staff including cybersecurity, mandated reporting, customer service, and staff wellbeing.

Reconsideration Meeting

A patron requested a meeting for items they had concerns about. After the meeting, the patron filed a reconsideration request for two of the items discussed in the meeting that are located in the Teen section of the main library in Benton. I have requested copies of the titles through the statewide sharing system for interlibrary loans for committee members to read as several libraries in Arkansas own the titles. I did not hear back from the requester to have a meeting with the committee prior to deliberation so that the person could express their concerns to the committee, so we are continuing with the next step in the process which is each member of the committee must read the items in their entirety. I will keep the board updated as the process continues.

RFID Update

Equipment for the update has started arriving. Installation is currently scheduled to start the week of March 10. They will start in Benton, then move to Bryant, and finally to East End.

Front Landscaping

In the fall, we removed the front landscaping beds as they were becoming overgrown and unruly. A garden committee was formed to transform those areas into passive programming spaces to showcase native plants.

Gann Museum

The Gann Museum Board met on January 29. They approved moving forward with updating the HVAC system and getting quotes from contractors to update the backdoor egress and water drainage solution for the rear of the building. This area is not part of the historical bauxite portion of the museum, so the work will not affect the original building that housed Dr. Gann's office.

MidArkansas Regional Library Board Meeting

The MidArk board meeting has been rescheduled for Friday, March 14, at 10:00 AM at the Grant County Library.

Submitted by,
Leigh Espey
Library Director

Library Management Team Report

Assistant Library Director

March 2025

Benton Branch

We had a team of library staff from the Pine Bluff (Jefferson County) Public Library system come to tour our Makerspace and Youth Services/ Children's Library on February 25th. They were interested in how our Youth Services team reorganized the books into genres. The team also wanted to see the Makerspace and learn how we run this popular program among patrons. I have witnessed a lot of planning already happening for the Summer Reading Program (SRP) which has included Laura Austin (Adult Services) and Wendy Christy (Youth Services) along with Kari Lapp (Public Relations Manager). All the programmers have been engaged with ideas on how to make SRP the best experience possible for all ages in 2025. This planning included several meetings with the most recent occurring at the East End branch with all of our programmers. In addition, Madison Oden and her team in Public Services have been removing old DVDs to make space for new ones. They are always planning new ways to enhance patron experience.

Bryant Branch

Branch Manager Susan Jacobs worked with Makerspace Specialist Becca Griffin, Adult Services Manager Laura Austin, and Adult Programmer Chloe Bridges to redesign the Makerspace over the past several weeks. The reorganized space has received much attention and use from Bryant patrons. The visiting team from Pine Bluff also toured the Bryant facility on February 25th. They were specifically interested in the smaller Makerspace there. Susan and her team continue planning upcoming programming in Bryant for the best possible patron experiences.

East End Branch

Branch Manager Amanda Garrison and her team started a new program for teens called Teenage Kindergarten. The show and tell session was so popular that 20 teens showed up to participate. In addition, the local middle school art teacher brought some of her students to create a new mural in the meeting room. This has been a wonderful collaboration and has contributed to the additional interest teens have had in the East End Branch. I look forward to seeing how these relationships grow in the weeks ahead.

Submitted by,

Stony Evans
Assistant Library Director

Library Management Team Report

Human Resources

March 2025

Statistics

- Headcount: 58
- 2025 YTD Hires:
 - 5 Candidates Interviewed
 - 1 Declined offer due to schedule
 - 1 Transfer – Nathan Clay (PT) to Bryant Branch
 - 1 New Hire – Katie Baker, PT Library Assistant
- Engagement/Valued
- Training Needs Identified from Assessments:
 - Communication (March Training Scheduled)
 - Teamwork (April Training Scheduled)
 - Time Management (Tips shared monthly)
- Performance Management
 - No employees currently on PIP
- Turnover
 - 2025: 0%
 - 2024: 25.9%
 - 2023: 35.1%

Accomplishments

- Completed all 2025 Salary & Benefit Updates
- 2024 W2s sent to all employees
- Employee Handbook updated
- 7 leaders attended January Leader Training on Goals and Staff Connections
- 100% of Staff Performance Assessments for FT/PT completed for July-Dec 2024
- 2025 HR Calendar created
- Leader Training on Effective Communication scheduled for March 7

- All Staff Training scheduled for April 3-4
- HR Manager received Senior Certified Professional credential from SHRM

Submitted by,

Tonia Breckenridge, SCP (SHRM)

Human Resources Manager

Library Management Team Report
Building Operations Department
March 2025

Building Operations Department

IT

IT continued rolling out the new public facing staff computers and preparing for our new Square equipment. We also started the planning process for our move to Bibliotheca from Tech Logic. Geoff did an excellent job of staying on top of the day-to-day IT issues while maintaining a maximum up-time for our network.

Maintenance/Housekeeping

Billy, as always, stayed on top of the day-to-day maintenance issues while also preparing for the HVAC retrofit at the Gann. As we had some snowy weather, he was busy treating the sidewalks and entryways to make things as safe as he could for staff and patrons.

Brittton and Tatiana continued to do a fantastic job of keeping our Benton and Bryant locations clean and presentable for staff and patrons alike.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Bryant Branch

March 2025

Statistics

During January 2025, the public computers were used 509 times for 375 hours with an average of 44 minutes for each session. We had 4,470 patrons visit with a daily average of 178 visitors. We notarized 58 documents and submitted 95 passport applications. We circulated 6,109 items, which is a 2.8% increase over 2024 (5,942).

In February 2025, the public computers were used 450 times for 340 hours with an average of 45 minutes for each session. 4,114 patrons visited the branch with an average of 171 patrons per day. We notarized 49 documents and submitted 104 passport applications. We circulated 5,968 items which is a 14% decrease over 2024 (6,973).

Questions

	Reference	General	Streaming	Computer	Passport calls
November	65	86	50	78	81
December	82	95	54	132	82
January	216	181	95	113	89
February	235	277	112	125	152

Staffing Report

Nothing at this time.

Submitted by,

Susan Jacobs
Branch Manager

Library Management Team Report

East End

March 2025

East End Library

We had 1725 people visit during the month of January, an average of 86 per day, and made 49 library cards. We answered 317 questions (13 digital questions, 185 general questions, 61 reference questions and 58 questions about technology) and had 20 people use our Study Room, 197 use the Meeting Room and 218 use our CreativeSpace. We had 63 use our computer lab for 51 hours and 16 minutes, 49 minutes on average. We had 425 participate in our programs for the month. We completed four notaries.

In February, we had 1635 people visit, an average of 97 per day, and made 38 library cards. We answered 246 questions (22 digital questions, 116 general questions, 50 reference questions and 58 questions about technology) and had 24 people use our Study Room, 231 use the Meeting Room and 124 use our CreativeSpace. We had 63 use our computer lab for 39 hours and 12 minutes, 37 minutes on average. We had 568 participate in our programs for the month. We completed five notaries.

We were very excited to start a new teen program at East End in February called Teenage Kindergarten. At this program, middle schoolers and high schoolers get to pretend that they're back in kindergarten and enjoy making crafts and participating in storytimes. It's going really well. Our first program had five teens and the second had 23! We had to cancel the third one due to inclement weather, but the last one of the month had 16 participants. We're excited to have teens using the library. They feel safe and are able to be themselves, which is something we strive for in our libraries.

In addition to this new teen program, we had two high school seniors complete job shadow projects here at East End. They learned about all the things we do behind the scenes at the library and helped with planning programs, gathering statistics and selecting materials. Hopefully we'll have two new librarians in the future!

Daily visits to the library are steadily increasing. While last year we saw about 75 or 80 patrons each day on average, we're getting closer and closer to 100 or more patrons coming in each day. In addition to the amount of programs we're doing each week and attendance at those, plus increased foot traffic in general, it's clear that adding new staff will need to occur eventually. I've recently been in contact with several other branch managers of libraries across the state that are similar in size and scope to our location and they have 7-10 staff members, while we have two full-time and one part-time.

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

Library Management Team Report

Public Relations Department

March 2025

Social Media Stats

Social Stats December 30 – March 3 (-/+ from last board report):

Facebook Reactions: 1,877 (1,147)	2025 YTD: 1,877
Facebook Clicks: 6,683 (4,171)	2025 YTD: 6,683
Facebook Posts: 300 (100)	2025 YTD: 300
Facebook New Followers: 59 (-18)	2025 YTD: 59
Facebook Reach: 165,949 (149,768)	2025 YTD: 165,949
Facebook Shares: 352 (-89)	2025 YTD: 3,312
Instagram New Followers: 23 (6)	2025 YTD: 23
Instagram Number of Posts: 157 (20)	2025 YTD: 681
Instagram Likes: 749 (48)	2025 YTD: 4,666
Instagram Comments: 11 (4)	2025 YTD: 49
Instagram Reach: 11,460 (5,572)	2025 YTD: 61,373

Website Stats

January and February

Active Users: 18k	2025 YTD: 18k
New Users: 17k	2025 YTD: 17k
Average engagement: 50s	2025 YTD: 50s

Public Event Attendance and Outreach Stats

Public Event and Outreach Stats December 30 – March 3

Ribbon Cuttings: 6	2025 YTD: NA
Networking Group Meetings: 10	2025 YTD: NA
Community Meetings: 9	2025 YTD: NA
Community Partner 1-on-1: 2	2025 YTD: 7
Other Outreach: 9	2025 YTD: 9
Outreach engagement: 669	2025 YTD: 669
New Cards: 11	2025 YTD: 11

Announcements

We are running near the end of our I Love My Library campaign to gather feedback from our community and spread positivity. So far, our Facebook and Instagram have the combined reach of 8,651 and over 250 completed surveys.

Submitted by,

Kari Lapp
Public Relations Manager

Library Management Team Report

Adult Services Department

March 2025

Programming

The new version of the Seed Library program launched in February. The changes we made are intended to ease internal processes while allowing us to track our check-outs of seeds more easily. So far staff have been very positive about the changes. We intentionally rolled out the changes quietly to ensure our processes were working as we had planned. We have now started actively promoting the new program and believe our numbers will grow quickly with the coming of Spring.

Health-focused

We have added Chair Yoga to our health-based programming each Monday at 11:00 A.M. A group of regular attendees is growing quickly.

Creation-focused

We continue to have great success with our crafting and creating programs.

The Bryant Makerspace closed for the month of January for a remodel. Since reopening we have seen an increase in patron attendance.

Information-focused

Our Winter Reading, Winter Watching, and Winter Writing Challenges were quite successful. Winter Reading was by far the most popular, but we had patrons participating in all of the various challenges. We had 222 adults register; of those, we had 137 completed challenges.

Statistics

	January	February
In Person	150	180
Makerspace Benton	219	102
Makerspace Bryant	--	98
Presenter	47	102
Seed Library	--	417

Submitted by,
Laura Austin
Adult Services Manager

Library Management Team Report

Public Services Department

March 2025

Statistics

In January, computers were used 704 times for 501 hours and 52 minutes, 1705 questions were asked and 11,300 patrons visited. We had 213 new library cards. In passive programming, we had 339 interactions!

In February, computers were used 622 times for 462 hours and 41 minutes, 1587 questions were asked and 10,612 patrons visited. We had 166 new library cards. In passive programming, we had 313 interactions!

Staffing

We have a brand-new PT Library Assistant, Katie Baker. If you see her, say hello! Staff has been doing amazing, and we've been jazzing up the Workroom to make it a bit more accessible for our staff. We're also trying to find our rhythm between desk time and shelving, and I think we're getting where we need to. I have an awesome staff, and they've come a long way in the time I've had them. Super proud of them.

Submitted by,

A handwritten signature in black ink, appearing to read 'M Oden', followed by a long horizontal line extending to the right.

Madison Oden
Public Services Manager

Library Management Team Report

Department

March 4, 2025

We have had a busy start to 2025. The Technical Services department has received, cataloged, and processed approximately 2,116 items. The breakdown for each branch is listed below:

BHML – 1,405

MBML – 340

EEBL – 371

Submitted by,
Stacy Childress
Technical Services Manager