

**Saline County Library
Board of Trustees
Agenda**

Date: 12 January 2026 | Time: 4:00 PM

201 Prickett Rd., Bryant, AR

1. Call to Order
2. Announcements

*Public Comment - Speakers must sign in with the agenda topic they wish to speak on before the Board meeting begins. Speakers will be allowed to speak on the requested agenda item when the Board reaches that item. Public comments are limited to 3 minutes per person for a total of 30 minutes.

3. Minutes from the 10 November 2025 board meetings
4. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
5. Discussion Items
 - a. Director's Report
 - b. Library Management Team Reports
6. New Business
 - a. 2026 Meeting Dates
 - b. Spring Staff Development
 - c. 2025 Third Party Audit

Adjourn

Next regular board meeting TBD

Saline County Library Board of Trustees Meeting Minutes

10 November 2025

Attendees:

Allison Nolley, Chair
Kara Conrad, Board Member
Jamie Clemmer, Board Member
Richard McKeown, Board Member
James Hunt, Board Member
Matt Brumley, Saline County Judge

Leigh Espey, Library Director
Tonia Breckenridge, HR Manager
Kari Lapp, PR Manager
Amanda Mesas, Assistant Library Director

1. Call to Order

Nolley called the meeting to order at 4:00 PM

2. Announcements

Nolley presented Marian Douglas with a plaque to commemorate her time serving on the Board of Trustees.

3. Minutes from the 8 September & 7 October 2025 board meetings

Clemmer motioned to approve the minutes with the spelling correction to James Hunt's name in the 7 October minutes. Conrad seconded the motion which passed unanimously.

4. Financial Reports

a. Income and Expense Reports

b. Budget Modification Report

Clemmer motioned to accept the Income and Expense reports and the Budget Modification Report as presented. McKeown seconded the motion which passed unanimously.

5. Discussion Items

a. Director's Report

b. Library Management Team Reports

6. New Business

a. Meeting Times

Discussion was held concerning changing the regular meeting to a monthly meeting. The decision was made to table the discussion until later in 2026. The board did decide to start meeting at each library location in 2026 on a rotational basis decided at the end of each preceding meeting.

b. Check Signer Resolution

Clemmer motioned to approve the addition of Amanda Mesas, Assistant Library Director of the Saline County Library, as a check signer on the library checking account. Conrad seconded the motion which passed unanimously.

Adjourn 5:00 PM

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

Next regular board meeting 12 January 2025

DRAFT



Saline County Library
Budget vs. Actuals: Budget_CY25_P&L - FY25 P&L
 January - December 2025

| | Total | | | | | |
|---|------------------------|------------------------|-----------|---------------------|------------------------|----------------|
| | Actual | Budget | Amendment | Current Budget | Remaining | % of Budget |
| Revenue | | | | | | |
| 4150 Tax Receipts | 3,387,397.09 | 4,470,818.35 | | | 1,083,421.26 | 75.77% |
| 4200 State Aid | 97,262.51 | 100,000.00 | | | 2,737.49 | 97.26% |
| 4210 State Scholarship Money | 0.00 | | | | 0.00 | |
| 4255 Advertising Income | 8,313.13 | | | | -8,313.13 | |
| 4310 Book Sale | 15,154.68 | 18,000.00 | | | 2,845.32 | 84.19% |
| 4330 Copies/Printing | 11,881.50 | 2,000.00 | | | -9,881.50 | 594.08% |
| 4350 Fines / Fees | 6,014.76 | 2,000.00 | | | -4,014.76 | 300.74% |
| 4365 Fundraising | 6,061.21 | 5,000.00 | | | -1,061.21 | 121.22% |
| 4370 Gifts/Memorials | 545.80 | | | | -545.80 | |
| 4410 Interest Income | 128,011.71 | 150,000.00 | | | 21,988.29 | 85.34% |
| 4455 Passport Fee | 61,184.43 | 40,000.00 | | | -21,184.43 | 152.96% |
| 4460 Refund | 0.00 | | | | 0.00 | |
| Billable Expense Income | 0.00 | | | | 0.00 | |
| Total Revenue | \$ 3,721,826.82 | \$ 4,787,818.35 | | | \$ 1,065,991.53 | 77.74% |
| Gross Profit | \$ 3,721,826.82 | \$ 4,787,818.35 | | | \$ 1,065,991.53 | 77.74% |
| Expenditures | | | | | | |
| 3070 Rents, Land, & Buildings | 53,000.00 | 53,000.00 | | 53,000.00 | 0.00 | 100.00% |
| 5000 Advertising | | | | | | |
| 5500 Advertising | 31,353.52 | 35,000.00 | 467.23 | 34,532.77 | 3,179.25 | 90.79% |
| 5600 Community Engagement | 6,939.20 | 10,000.00 | | 10,000.00 | 3,060.80 | 69.39% |
| Total 5000 Advertising | \$ 38,292.72 | \$ 45,000.00 | | \$ 44,532.77 | \$ 6,240.05 | 85.99% |
| 6560 Payroll Expenses | | | | | | |
| 0100 Wages | 2,316,037.91 | 2,259,124.30 | 25,575.00 | 2,284,699.30 | -31,338.61 | 102.52% |
| 0600 Taxes (Fed, AR, SUTA) | 174,638.64 | 150,000.00 | 1,716.00 | 151,716.00 | -22,922.64 | 116.43% |
| 0800 Retirement | 376,772.97 | 341,000.00 | 1,731.00 | 342,731.00 | -34,041.97 | 110.49% |
| 0900 Insurance Benefits | 232,740.73 | 225,000.00 | | 225,000.00 | -7,740.73 | 103% |
| 1000 Worker's Compensation | -677.00 | 7,000.00 | -7,000.00 | 0.00 | 677.00 | -9.67% |
| 1200 Other Fringe Benefits | | 1,000.00 | -1,000.00 | 0.00 | 0.00 | 0.00% |
| Total 6560 Payroll Expenses | \$ 3,099,513.25 | \$ 2,983,124.30 | | 2,983,124.30 | \$ (116,388.95) | 103.90% |
| 6700 Supplies | | | | | | |
| 6701 Printing | 4,489.42 | 10,000.00 | -1,543.00 | 8,457.00 | 3,967.58 | 53.09% |
| 6750 General Supplies | 24,804.30 | 30,000.00 | | 30,000.00 | 5,195.70 | 0.83 |
| 6760 Janitorial Supplies | 22,387.19 | 25,000.00 | | 25,000.00 | 2,612.81 | 89.55% |
| 6770 Service Contracts | 116,028.64 | 105,574.49 | | 105,574.49 | -10,454.15 | 109.90% |
| Total 6700 Supplies | \$ 167,709.55 | \$ 170,574.49 | | 170,574.49 | \$ 2,864.94 | 98.32% |
| 6800 Professional Services | | | | | | |
| 6810 Postage | 9,690.97 | 13,000.00 | | 13,000.00 | 3,309.03 | 74.55% |
| 6820 Communications | 31,132.94 | 40,000.00 | | 40,000.00 | 8,867.06 | 0.78 |
| 6830 Other Professional Services | 15,976.80 | 20,000.00 | | 20,000.00 | 4,023.20 | 0.80 |
| Total 6800 Professional Services | \$ 56,640.31 | \$ 73,000.00 | | 73,000.00 | \$ 16,359.69 | 77.59% |
| 7000 Transportation | | | | | | |
| 70-2500 Fuel for Library Vehicle Use | 1,188.79 | 5,000.00 | | 5,000.00 | 3,811.21 | 23.78% |
| 70-5200 Fuel for Personal Vehicle Use | 2,102.13 | 3,000.00 | | 3,000.00 | 897.87 | 70.07% |
| 70-5300 Airline and Rental Car | 1,589.62 | 4,000.00 | | 4,000.00 | 2,410.38 | 39.74% |
| Total 7000 Transportation | \$ 4,880.54 | \$ 12,000.00 | | 12,000.00 | \$ 7,119.46 | 40.67% |
| 7100 Insurance | | | | | | |
| 71-5800 Fire and Extended Coverage | 41,543.00 | 40,000.00 | 1,543.00 | 41,543.00 | 0.00 | 100.00% |
| 71-5900 Vehicle Insurance | 5,508.86 | 4,000.00 | 1,508.86 | 5,508.86 | 0.00 | 100.00% |
| Total 7100 Insurance | \$ 47,051.86 | \$ 44,000.00 | | 47,051.86 | \$ 0.00 | 106.94% |
| 7200 Utilities | | | | | | |
| 7210 Electricity | 73,234.40 | 85,000.00 | | 85,000.00 | 11,765.60 | 86.16% |
| 7220 Gas | 13,964.85 | 20,000.00 | | 20,000.00 | 6,035.15 | 69.82% |
| 7230 Water | 7,957.10 | 7,500.00 | | 7,500.00 | -457.10 | 106.09% |
| 7240 Waste Disposal | 4,405.33 | 5,500.00 | | 5,500.00 | 1,094.67 | 80.10% |
| Total 7200 Utilities | \$ 99,561.68 | \$ 118,000.00 | | 118,000.00 | \$ 18,438.32 | 84.37% |
| 7300 Building Operations | | | | | | |
| 7340 Building and Furnishings-New | 25,016.76 | 40,200.00 | -1,508.86 | 38,691.14 | 13,674.38 | 64.66% |
| 7350 Machinery and Equipment-New | 199,560.95 | 218,500.00 | | 218,500.00 | 18,939.05 | 91.33% |
| 7360 R&M-Machinery and Equipment | 5,595.94 | 5,000.00 | | 5,000.00 | -595.94 | 111.92% |
| 7370 R&M-Building Improvements | 2,706.89 | 35,000.00 | -5,000.00 | 30,000.00 | 27,293.11 | 9.02% |
| Total 7300 Building Operations | \$ 232,880.54 | \$ 298,700.00 | | 298,700.00 | \$ 65,819.46 | 77.96% |
| 7400 Miscellaneous | 10.88 | | | | | |
| 7500 Dues and Memberships | 2,803.00 | 5,000.00 | | 5,000.00 | 2,197.00 | 56.06% |
| 7900 Meals and Lodging | 2,830.40 | 4,000.00 | | 4,000.00 | 1,169.60 | 70.76% |

| | | | | | | |
|---|------------------------|------------------------|------------|---------------------|-----------------------|----------------|
| 8200 Refund | 897.84 | 1,000.00 | | 1,000.00 | 102.16 | 89.78% |
| 8400 Software | 92,827.63 | 88,903.00 | 5,000.00 | 93,903.00 | 1,075.37 | 98.85% |
| Total 7400 Miscellaneous | \$ 99,369.75 | \$ 98,903.00 | | 98,903.00 | \$ (466.75) | 100.47% |
| 8500-1 All Programming | 65,286.56 | 80,000.00 | | 80,000.00 | 14,713.44 | 82% |
| 8700 Staff Development | 8,733.41 | 16,200.00 | | 16,200.00 | 7,466.59 | 53.91% |
| 8750 Fundraising Expenses | 1,467.23 | 1,000.00 | 467.23 | 1,467.23 | 0.00 | 100.00% |
| 8800 Books/Magazines/Video/Audio | \$ 543,413.13 | \$ 520,000.00 | | 520,000.00 | \$ (23,413.13) | 104.50% |
| 9500 Other Miscellaneous Expenditure | | 32,899.71 | -23,330.00 | 9,569.71 | 9,569.71 | 0.00% |
| 9600 Friends Expenses | 1,456.16 | 3,000.00 | | 3,000.00 | 1,543.84 | 48.54% |
| Total Expenditures | \$ 4,519,256.69 | \$ 4,549,401.50 | | 4,549,401.50 | \$ 30,144.81 | 99.34% |

Thursday, January 8, 2026 - Accrual Basis



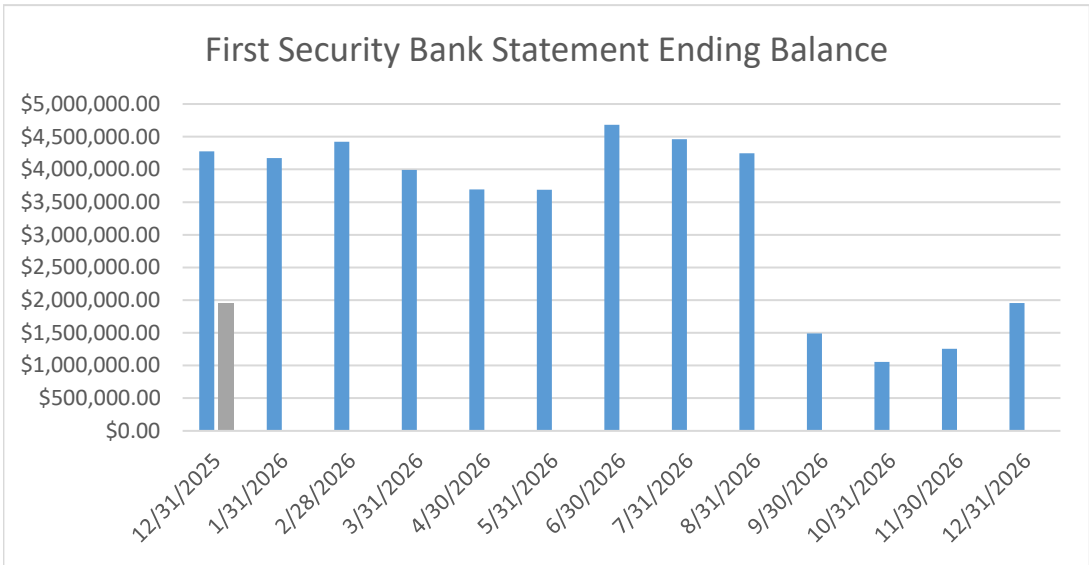
Saline County Library Budget vs. Actuals: Budget_FY26 January - December 2026

| | Actual | Budget | Total Remaining | % of Budget | % Remaining |
|---|----------------------|------------------------|------------------------|--------------|----------------|
| Revenue | | | | | |
| 4150 Tax Receipts | | 4,193,050.61 | 4,193,050.61 | 0.00% | 100.00% |
| 4200 State Aid | | 85,000.00 | 85,000.00 | 0.00% | 100.00% |
| 4210 State Scholarship Money | 0.00 | | 0.00 | | |
| 4310 Book Sale | | 18,000.00 | 18,000.00 | 0.00% | 100.00% |
| 4330 Copies/Printing | | 10,000.00 | 10,000.00 | 0.00% | 100.00% |
| 4365 Fundraising | | 5,500.00 | 5,500.00 | 0.00% | 100.00% |
| 4410 Interest Income | | 185,000.00 | 185,000.00 | 0.00% | 100.00% |
| 4455 Passport Fee | | 52,000.00 | 52,000.00 | 0.00% | 100.00% |
| Total Revenue | \$ 0.00 | \$ 4,548,550.61 | \$ 4,548,550.61 | 0.00% | 100.00% |
| Gross Profit | \$ 0.00 | \$ 4,548,550.61 | \$ 4,548,550.61 | 0.00% | 100.00% |
| Expenditures | | | | | |
| 3070 Rents, Land, & Buildings | 4,508.05 | 55,000.00 | 50,491.95 | 8.20% | 91.80% |
| 5000 Advertising | | | 0.00 | | |
| 5500 Advertising | | 35,000.00 | 35,000.00 | 0.00% | 100.00% |
| 5600 Community Engagement | | 10,000.00 | 10,000.00 | 0.00% | 100.00% |
| Total 5000 Advertising | \$ 0.00 | \$ 45,000.00 | \$ 45,000.00 | 0.00% | 100.00% |
| 6560 Payroll Expenses | | | 0.00 | | |
| 0100 Wages | 87,093.02 | 2,402,176.12 | 2,315,083.10 | 3.63% | 96.37% |
| 0600 Taxes (Fed, AR, SUTA) | 6,644.30 | 165,000.00 | 158,355.70 | 4.03% | 95.97% |
| 0800 Retirement | 15,757.83 | 341,000.00 | 325,242.17 | 4.62% | 95.38% |
| 0900 Insurance Benefits | | 299,436.00 | 299,436.00 | 0.00% | 100.00% |
| Health Insurance | 11,328.79 | | -11,328.79 | | |
| Total 0900 Insurance Benefits | \$ 11,328.79 | \$ 299,436.00 | \$ 288,107.21 | 3.78% | 96.22% |
| 1000 Worker's Compensation | 3,404.00 | 3,404.00 | 0.00 | 100.00% | 0.00% |
| 1200 Other Fringe Benefits | | 2,000.00 | 2,000.00 | 0.00% | 100.00% |
| Total 6560 Payroll Expenses | \$ 124,227.94 | \$ 3,213,016.12 | \$ 3,088,788.18 | 3.87% | 96.13% |
| 6700 Supplies | | | 0.00 | | |
| 6701 Printing | | 10,000.00 | 10,000.00 | 0.00% | 100.00% |
| 6750 General Supplies | | 30,000.00 | 30,000.00 | 0.00% | 100.00% |
| 6760 Janitorial Supplies | | 25,000.00 | 25,000.00 | 0.00% | 100.00% |
| 6770 Service Contracts | | 150,650.00 | 150,650.00 | 0.00% | 100.00% |
| Total 6700 Supplies | \$ 0.00 | \$ 215,650.00 | \$ 215,650.00 | 0.00% | 100.00% |
| 6800 Professional Services | | | 0.00 | | |
| 6810 Postage | | 13,000.00 | 13,000.00 | 0.00% | 100.00% |
| 6820 Communications | | 40,000.00 | 40,000.00 | 0.00% | 100.00% |
| 6830 Other Professional Services | 87.80 | 20,000.00 | 19,912.20 | 0.44% | 99.56% |
| Total 6800 Professional Services | \$ 87.80 | \$ 73,000.00 | \$ 72,912.20 | 0.12% | 99.88% |
| 7000 Transportation | | | 0.00 | | |
| 70-2500 Fuel for Library Vehicle Use | 66.74 | 6,500.00 | 6,433.26 | 1.03% | 98.97% |
| 70-5200 Fuel for Personal Vehicle Use | | 3,000.00 | 3,000.00 | 0.00% | 100.00% |
| 70-5300 Airline and Rental Car | | 5,000.00 | 5,000.00 | 0.00% | 100.00% |
| Total 7000 Transportation | \$ 66.74 | \$ 14,500.00 | \$ 14,433.26 | 0.46% | 99.54% |
| 7100 Insurance | | | 0.00 | | |
| 71-5800 Fire and Extended Coverage | | 50,000.00 | 50,000.00 | 0.00% | 100.00% |
| 71-5900 Vehicle Insurance | | 10,000.00 | 10,000.00 | 0.00% | 100.00% |

| | | | | | | | | |
|--------------------------------------|----|------------|----|--------------|----|--------------|-------|---------|
| Total 7100 Insurance | \$ | 0.00 | \$ | 60,000.00 | \$ | 60,000.00 | 0.00% | 100.00% |
| 7200 Utilities | | | | | | 0.00 | | |
| 7210 Electricity | | | | 85,000.00 | | 85,000.00 | 0.00% | 100.00% |
| 7220 Gas | | | | 20,000.00 | | 20,000.00 | 0.00% | 100.00% |
| 7230 Water | | 326.31 | | 7,500.00 | | 7,173.69 | 4.35% | 95.65% |
| 7240 Waste Disposal | | | | 5,500.00 | | 5,500.00 | 0.00% | 100.00% |
| Total 7200 Utilities | \$ | 326.31 | \$ | 118,000.00 | \$ | 117,673.69 | 0.28% | 99.72% |
| 7300 Building Operations | | | | | | 0.00 | | |
| 7340 Building and Furnishings-New | | | | 640,000.00 | | 640,000.00 | 0.00% | 100.00% |
| 7350 Machinery and Equipment-New | | | | 85,450.00 | | 85,450.00 | 0.00% | 100.00% |
| 7360 R&M-Machinery and Equipment | | | | 20,000.00 | | 20,000.00 | 0.00% | 100.00% |
| 7370 R&M-Building Improvements | | | | 20,000.00 | | 20,000.00 | 0.00% | 100.00% |
| Total 7300 Building Operations | \$ | 0.00 | \$ | 765,450.00 | \$ | 765,450.00 | 0.00% | 100.00% |
| 7400 Miscellaneous | | | | | | 0.00 | | |
| 7500 Dues and Memberships | | | | 7,500.00 | | 7,500.00 | 0.00% | 100.00% |
| 7900 Meals and Lodging | | | | 5,000.00 | | 5,000.00 | 0.00% | 100.00% |
| 8200 Refund | | | | 1,000.00 | | 1,000.00 | 0.00% | 100.00% |
| 8400 Software | | 8,798.00 | | 110,000.00 | | 101,202.00 | 8.00% | 92.00% |
| Total 7400 Miscellaneous | \$ | 8,798.00 | \$ | 123,500.00 | \$ | 114,702.00 | 7.12% | 92.88% |
| 8500-1 All Programming | | | | | | 0.00 | | |
| 8500 Youth Programming | | | | 32,000.00 | | 32,000.00 | 0.00% | 100.00% |
| 8550 Adult Programming/UX | | | | 28,000.00 | | 28,000.00 | 0.00% | 100.00% |
| 8570 Makerspace | | | | 20,000.00 | | 20,000.00 | 0.00% | 100.00% |
| Total 8500-1 All Programming | \$ | 0.00 | \$ | 80,000.00 | \$ | 80,000.00 | 0.00% | 100.00% |
| 8700 Staff Development | | | | 10,000.00 | | 10,000.00 | 0.00% | 100.00% |
| 8750 Fundraising Expenses | | | | 1,000.00 | | 1,000.00 | 0.00% | 100.00% |
| 8800 Books/Magazines/Video/Audio | | 99.00 | | 550,000.00 | | 549,901.00 | 0.02% | 99.98% |
| 9500 Other Miscellaneous Expenditure | | | | 75,000.00 | | 75,000.00 | 0.00% | 100.00% |
| 9600 Friends Expenses | | | | 3,000.00 | | 3,000.00 | 0.00% | 100.00% |
| Total Expenditures | \$ | 138,113.84 | \$ | 5,402,116.12 | \$ | 5,264,002.28 | 2.56% | 97.44% |

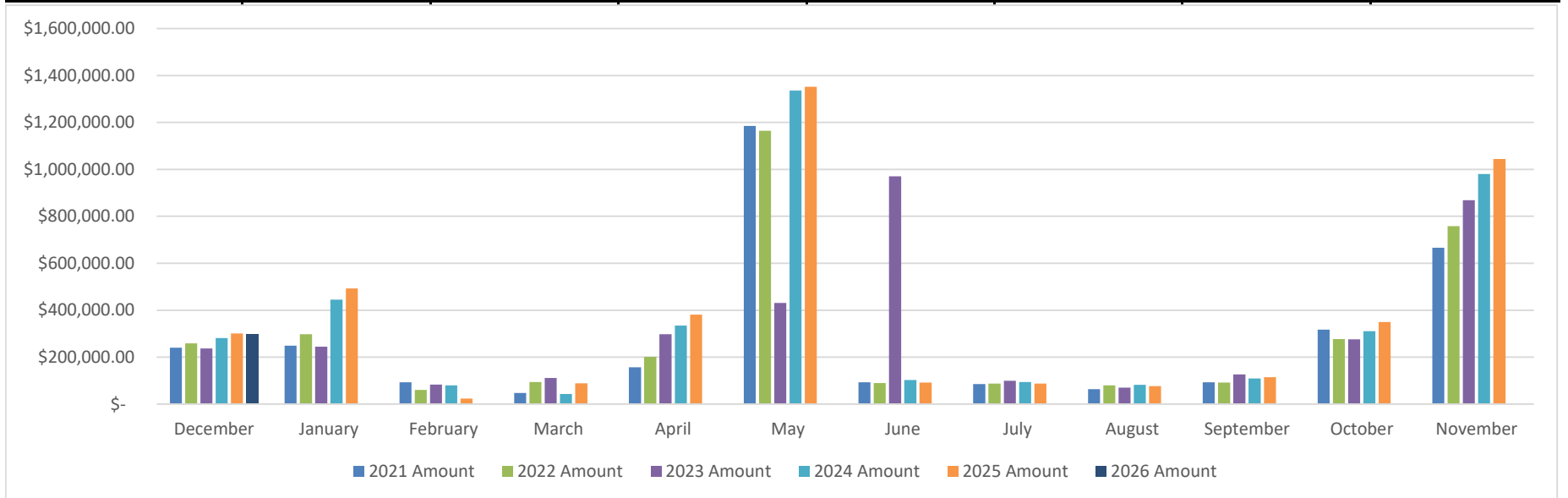
Thursday, Jan 08, 2026 12:27:59 PM GMT-8 - Accrual Basis

| First Security Bank Statement Ending Balance | |
|--|----------------|
| Date | Amount |
| 12/31/2025 | \$1,953,819.07 |
| 1/31/2026 | |
| 2/28/2026 | |
| 3/31/2026 | |
| 4/30/2026 | |
| 5/31/2026 | |
| 6/30/2026 | |
| 7/31/2026 | |
| 8/31/2026 | |
| 9/30/2026 | |
| 10/31/2026 | |
| 11/30/2026 | |
| 12/31/2026 | |



\$2,500,000 pulled on 9/12 and placed into CD.

| TAX RECEIPTS | | | | | | | |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|-------------------------------|
| Date County Received | 2021 Amount | 2022 Amount | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | Difference from previous year |
| December | \$ 240,643.86 | \$ 259,054.60 | \$ 236,663.60 | \$ 281,506.20 | \$ 300,982.79 | \$ 298,647.77 | \$ (2,335.02) |
| January | \$ 248,875.25 | \$ 297,724.41 | \$ 244,107.88 | \$ 444,981.53 | \$ 492,849.66 | | \$ (492,849.66) |
| February | \$ 92,793.73 | \$ 60,717.21 | \$ 82,586.40 | \$ 80,329.09 | \$ 23,599.35 | | \$ (23,599.35) |
| March | \$ 47,554.84 | \$ 93,532.72 | \$ 111,487.75 | \$ 42,763.71 | \$ 88,216.06 | | \$ (88,216.06) |
| April | \$ 156,340.43 | \$ 201,091.45 | \$ 297,178.59 | \$ 334,571.00 | \$ 380,707.82 | | \$ (380,707.82) |
| May | \$ 1,185,278.48 | \$ 1,164,224.26 | \$ 430,942.96 | \$ 1,335,255.50 | \$ 1,351,470.87 | | \$ (1,351,470.87) |
| June | \$ 92,488.78 | \$ 89,291.29 | \$ 970,451.41 | \$ 102,423.53 | \$ 92,178.14 | | \$ (92,178.14) |
| July | \$ 85,193.59 | \$ 87,308.16 | \$ 98,906.02 | \$ 94,044.59 | \$ 87,568.42 | | \$ (87,568.42) |
| August | \$ 63,259.14 | \$ 80,324.03 | \$ 70,538.64 | \$ 82,464.89 | \$ 76,519.01 | | \$ (76,519.01) |
| September | \$ 93,021.74 | \$ 91,590.17 | \$ 126,267.33 | \$ 109,242.37 | \$ 114,696.28 | | \$ (114,696.28) |
| October | \$ 316,655.67 | \$ 277,262.72 | \$ 275,584.60 | \$ 310,411.13 | \$ 350,116.98 | | \$ (350,116.98) |
| November | \$ 666,438.79 | \$ 757,940.44 | \$ 868,873.55 | \$ 980,160.72 | \$ 1,044,031.08 | | \$ (1,044,031.08) |
| | | | | | | | |
| | \$ 3,288,544.30 | \$ 3,460,061.46 | \$ 3,813,588.73 | \$ 4,198,154.26 | \$ 4,402,936.46 | | \$ (4,104,288.69) |



Saline County Library Board
Budget Modification Form for EOY 2025

Prepared by: Leigh Espey

Date: 8-Jan-2026

| 1) | TRANSFER FROM | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
|-----------|---------------|---------------------|---------------|--------------|-----------------|-------------------|------------------|
| LINE ITEM | 6701 | Printing | \$ 4,489.42 | \$ 3,967.58 | \$ 8,457.00 | \$ 4,489.42 | \$521.84 |
| | 6750 | General Supplies | \$ 24,804.30 | \$ 5,100.00 | \$ 30,000.00 | \$ 24,900.00 | \$95.70 |
| | 6760 | Janitorial Supplies | \$ 22,387.19 | \$ 1,654.15 | \$ 25,000.00 | \$ 23,345.85 | \$958.66 |
| | TRANSFER TO | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
| LINE ITEM | 6770 | Service Contracts | \$ 116,028.64 | \$ 10,454.15 | \$ 105,574.49 | \$ 116,028.64 | 0 |

| 2) | TRANSFER FROM | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
|-----------|---------------|----------------|-------------|-----------|-----------------|-------------------|------------------|
| LINE ITEM | 7240 | Waste Disposal | \$4,405.33 | \$ 457.10 | \$ 5,500.00 | \$ 5,042.90 | \$637.57 |
| | TRANSFER TO | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
| LINE ITEM | 7230 | Water | \$ 7,957.10 | \$ 457.10 | \$ 7,500.00 | \$ 7,957.10 | \$0.00 |

| 3) | TRANSFER FROM | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
|-----------|---------------|---------------------------|------------|-----------|-----------------|-------------------|------------------|
| LINE ITEM | 7370 | R&M Building Improvements | \$2,706.89 | \$ 595.94 | \$ 30,000.00 | \$ 29,404.06 | \$26,697.17 |
| | TRANSFER TO | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
| LINE ITEM | 7360 | R&M Machinery & Equip | \$5,595.94 | \$ 595.94 | \$ 5,000.00 | \$ 5,595.94 | \$0.00 |

| 4) | TRANSFER FROM | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
|-----------|---------------|------------------------------|--------------|--------------|-----------------|-------------------|------------------|
| LINE ITEM | 8500 | All Programming | \$65,286.56 | \$ 14,713.44 | \$ 80,000.00 | \$ 65,286.56 | \$0.00 |
| | 9500 | Other Miscellaneous | \$0.00 | \$ 8,699.69 | \$ 9,569.71 | \$ 870.02 | \$ 870.02 |
| | TRANSFER TO | | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
| LINE ITEM | 8800 | Books/Magazines/Video/ Audio | \$543,413.13 | \$ 23,413.13 | \$520,000.00 | \$ 543,413.13 | \$0.00 |

| 5) | TRANSFER FROM | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
|-----------|--------------------------------|-----------------|--------------|-----------------|-------------------|------------------|
| LINE ITEM | 5000 Advertising | \$ 38,292.72 | \$ 6,240.00 | \$ 44,532.77 | \$ 38,292.77 | \$0.05 |
| | 6810 Postage | \$ 9,690.97 | \$ 3,309.03 | \$ 13,000.00 | \$ 9,690.97 | \$0.00 |
| | 6820 Communications | \$ 31,132.94 | \$ 8,867.06 | \$ 40,000.00 | \$ 31,132.94 | \$0.00 |
| | 7000 Transportation | \$ 4,880.54 | \$ 7,119.46 | \$ 12,000.00 | \$ 4,880.54 | \$0.00 |
| | 7210 Electricity | \$ 73,234.40 | \$ 11,765.60 | \$ 85,000.00 | \$ 73,234.40 | \$0.00 |
| | 7220 Gas | \$ 17,083.90 | \$ 2,654.99 | \$ 20,000.00 | \$ 17,345.01 | \$261.11 |
| | 7350 Machinery & Equip-New | \$ 199,560.95 | \$ 18,939.05 | \$ 218,500.00 | \$ 199,560.95 | \$0.00 |
| | 7370 R&M-Building Improvements | \$ 2,706.89 | \$ 26,697.17 | \$ 29,404.06 | \$ 2,706.89 | \$0.00 |
| | 8700 Staff Development | \$ 8,733.41 | \$ 7,466.59 | \$ 16,200.00 | \$ 8,733.41 | \$0.00 |
| | TRANSFER TO | CURRENT | AMOUNT | ORIGINAL BUDGET | NEW APPROPRIATION | Remaining Budget |
| LINE ITEM | 100 Wages | \$ 2,316,037.91 | \$ 31,338.61 | \$2,284,699.30 | \$ 2,316,037.91 | \$0.00 |
| | 600 Taxes | \$ 174,638.64 | \$ 22,922.64 | \$ 151,716.00 | \$ 174,638.64 | \$0.00 |
| | 800 Retirement | \$ 376,772.97 | \$ 34,041.97 | \$ 342,731.00 | \$ 376,772.97 | \$0.00 |
| | 900 Insurance Benefits | \$ 232,740.73 | \$ 5,432.73 | \$ 227,308.00 | \$ 232,740.73 | \$0.00 |

Library Director's Report

January 2026

2026 Meeting Dates

The SCL Board of Trustees meets regularly on the second Monday of every other month beginning in January. The following dates reflect that rotation for 2026:

- 12 January
 - Branch Library in Bryant
- 9 March
 - Main Library in Benton
- 11 May
 - _____
- 13 July
 - Branch Library in East End
- 14 September
 - _____
- 9 November
 - _____

Friends of the Library

The library is very fortunate to have a dedicated group of volunteers that put so much passion and effort into making the used bookstore a success. For 2025, this group of wonderful individuals volunteered 770.33 hours of their time to ensure the bookstore is well stocked and nicely organized. We appreciate all their hard work and dedication!

Spring Staff Development Days

I would like to request Thursday and Friday, March 12-13, for spring staff development.

Third Party Audit

We received a draft report from the firm for their review of our financial practices for FY2023 and FY2024.

RFQ for Flooring

I have worked with the county financial department to create an RFQ for replacing the flooring in Benton. I hope to have the RFQ posted by the end of this month.

Submitted by,
Leigh Espey
Library Director

Library Management Team Report

Human Resources

January 2026

2025 Year in Review:

- Headcount: 56
 - 37 Full Times
 - 15 Part-Time
 - 4 Seasonal/As Needed
- 2025 Departures: 16
 - 2 Retirements
 - 6 Relocations/College
 - 2 Left for Another Job
 - 1 Performance Related
 - 5 Seasonals – Scheduling Conflict with Primary Job
- 2025 Hires: 17 (94% still here / 1 Seasonal off to college)
- 2025 Turnover: 29.9%
- Worker's Comp Claims: 2 (4.5 hours lost time)
- HR Internal Customer Service Survey: 3.5 of 5 December 2025

2026

Open Positions: 1 – Bryant Branch Manager

Promotions:

- Chelsea Simon - Programmer Teens to Librarian (Teens); MLIS degree conferred December 2025

Worker's Comp Claims: 1 (no lost time)

Compensation:/Benefits

- 4% COLA for 52 employees
- Saline County approved a plan to keep employee benefits cost neutral for 2026, absorbing over \$500k in benefit costs for the county
- 100% of covered SCL employees completed a wellness exam in 2025

Staff Training:

- Recommend spring and fall training days be scheduled

Respectfully Submitted<

Tonia Breckenridge

HR Manager

January 7, 2026

Library Management Team Report
Building Operations Department
January 2026

Building Operations Department

There were no significant changes or projects undertaken during the holiday season. As a department, we began preparing for the new year and the various projects that will need to be addressed. Billy, Brittion, Geoff, and Tatiana all did an excellent job of maintaining their areas of responsibility during this time and, as is the norm, the library is better due to their hard work.

There was incident involving the maintenance shop in Benton and we have taken steps to prevent the incident from recurring.

Submitted by,

Rob Walton

Building Operations Manager

Library Management Team Report
Public Relations Department
January 2026

Social Media Stats

Social Stats Nov 3 – Jan 4 (-/+ from last board report):

| | |
|---------------------------------------|---------------------|
| Facebook Reactions: 2,390 (-1,233) | 2025 YTD: 18,130 |
| Facebook Clicks: 10,310 (-3,516) | 2025 YTD: 74,470 |
| Facebook Posts: 195 (-8) | 2025 YTD: 1,509 |
| Facebook New Followers: 136 (-15) | 2025 YTD: 1,034 |
| Facebook Reach: 163,562 (-41,179) | 2025 YTD: 1,188,310 |
| Facebook Shares: 268 (-271) | 2025 YTD: 2,580 |
| Instagram New Followers: 108 (+64) | 2025 YTD: 269 |
| Instagram Number of Posts: 139 (+135) | 2025 YTD: 756 |
| Instagram Likes: 1,359 (-63) | 2025 YTD: 6,368 |
| Instagram Comments: 47 (-37) | 2025 YTD: 218 |
| Instagram Reach: 33,497 (+12,213) | 2025 YTD: 114,733 |

Website Stats

Nov 3 – Jan 4

| | |
|-------------------------|---------------|
| Active Users: 17k | 2025 YTD: 86k |
| New Users: 16k | 2025 YTD: 85k |
| Average engagement: 33s | 2025 YTD: 58s |

Public Event Attendance and Outreach Stats

Public Event and Outreach Stats November - December

| | |
|------------------------------|----------------|
| Ribbon Cuttings: 2 | 2025 YTD: 34 |
| Networking Group Meetings: 7 | 2025 YTD: 65 |
| Community Meetings: 2 | 2025 YTD: 29 |
| Community Partner 1-on-1: 0 | 2025 YTD: 31 |
| Other Outreach: 6 | 2025 YTD: 79 |
| Outreach engagement: 492 | 2025 YTD: 8844 |
| New Cards: 13 | 2025 YTD: 528 |

Big Wins to Wrap Up 2025

Thanks to Geoff and Bella, our Alexander lockers are functioning again! We will work on getting those set up and promoting them with the city. Our Battle of the Businesses drive finished with incredible success! A grand total of 6,981 items were collected from the 18 businesses participating.

Big Plans for 2026

Heading into 2026, we are revamping a few areas of our website, some of our newsletters, and our social media plan. We have already secured year-long partnerships with several businesses to help us provide more at our programs, meet more patron needs, and be more involved in community engagement. Some of our big goals will be looking into feedback from our non-card holders, increasing online engagement, and strengthening existing and new partnerships.

Submitted by,

Kari Lapp
Public Relations Manager

Library Management Team Report

East End

January 2026

East End Library

We had 1691 people visit during the month of November, an average of 85 per day, and made 41 library cards. We answered 126 questions (15 digital questions, 77 general questions, 11 reference questions and 23 questions about technology) and had 39 people use our Study Room, 129 use the Meeting Room and 74 use our CreativeSpace. We had 42 use our computer lab for 34 hours and 2 minutes, 49 minutes on average. We had 1490 in attendance at our programs for the month. We notarized 8 documents.

In December, we had 1586 people visit, an average of 64 per day, and made 54 library cards. We answered 127 questions (18 digital questions, 57 general questions, 12 reference questions and 40 questions about technology) and had 30 people use our Study Room, 231 use the Meeting Room and 96 use our CreativeSpace. We had 76 use our computer lab for 41 hours and 48 minutes, 33 minutes on average. We had 1250 in attendance at our programs for the month. We notarized 8 documents.

East End staff participated in several holiday events this year in November and December: the East End Parade, the Hope Valley Holiday Extravaganza and visits to East End Elementary and Middle schools, and saw 1589 people at those events outside of the library. We had a lot of fun programs inside the library, too. Adding all our programming together for November and December, we had 2740 participants in our events.

In November, E'Yanne Whitaker, East End's assistant manager, left her position. Instead of hiring a new assistant manager, Cheyenne Guffy, East End summer seasonal staff member and former Teen Librarian at the Benton library in 2022, became a full-time Branch Librarian.

In 2025, we had 22474 visitors to our library, an average of 90 each day. We had 418 patrons in our Study Room, 2177 in the Meeting Room, 1602 in the CreativeSpace, and we made 777 library cards. We answered 2674 questions and had 761 computer uses for nearly 554 hours. We notarized 114 documents for the year. We had 10134 participants in our programs.

Comparing 2024 to 2025 saw lots of big changes at our little library! We opened on Saturdays on November 15 and changed our hours, adding 12 more hours of library time each week for patrons and increasing staff time in the building from 42.5 hours to 56 hours a week. We had a 53% increase in patron visits this year, which is of course impacted by the fact that we didn't open until April our first year, but still, that's quite a huge increase! Our patron per day average also increased about 14% from 79 to 90. Our greatest growth was in program participation, 5260 last year and 10134 this year, a 93% increase. Adding more staff and having more days open allowed us to add to the amount of programs we presented to our patrons, and it really paid off. We can't wait to see what 2026 will bring!

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

Library Management Team Report
Public Services Department
January 2026

Staffing & Updates

Quiet on the staffing front. We've been chugging along just fine. We've been doing a lot better with greeting patrons as they enter, and we are really improving with our customer service. Up next? The workroom! I plan to tidy it and rework it to be a bit less confusing and more intuitive.

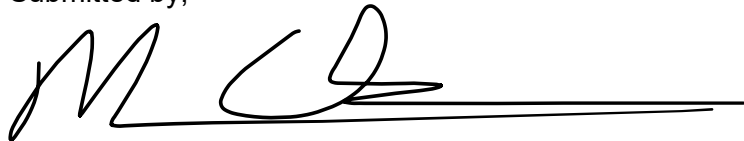
Statistics

In November, computers were used 554 times for 440 hours and 20 minutes, 1,316 questions were asked, and 8,648 patrons visited. We had 159 new library cards. In passive programming, we had 314 interactions!

In December, computers were used 533 times for 482 hours and 29 minutes, 2,209 questions were asked, and 9,254 patrons visited. We had 150 new library cards. In passive programming, we had 354 interactions!

Overall for 2025, computers were used # times for 6,283 hours and 21 minutes, 21,088 questions were asked, and 142,800 patrons visited with an average of 520 per day. We had 2,997 new library cards. In passive programming, we had 4,667 interactions!

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

Adult Services Department

January 2026

The Adult Services team finished 2025 strong and we look forward to all the fun and enriching things we have planned for 2026.

Creation-focused Programming

Our team held last-minute holiday workshops at each of our locations over the month of December. 54 patrons took advantage of the time to create last minute gifts while enjoying holiday music and tasty cups of hot chocolate.

Gann Museum and Special Collections

The Gann Board met in December to discuss future plans. They are currently evaluating the group's formation documents to determine what, if anything, needs to be updated or modified to fit the current operational goals of the board.

Gann Board members, Kara Conrad and Alissa Turner joined SCL staff in late December to evaluate, clean out, and organize the Gann storage unit. The contents will take time to fully process and properly catalog, but progress was made in making the storage unit more accessible and planning our future projects.

Cody Berry has been working to change out the main exhibit at the Gann. The new exhibit is called "The Saline Courier 1876-2026: 150 Years of Journalism." It includes articles covering important events in local history, awards won by the newspaper, and even an old masthead used in the printing process. It will be up from January through mid-Spring.

Reading-focused Programming

The Fall Reading Challenge completed on November 30, 2025. We had 107 patrons complete their bingo sheets to earn a prize.

The Winter Reading Challenge started on January 2, 2026 and will continue through the end of February.

Statistics

| | November | December |
|--------------------|----------|----------|
| Staff-Led | 126 | 190 |
| Makerspace Benton | 233 | 288 |
| Makerspace Bryant | 61 | 57 |
| Presenter | 103 | 77 |
| Seed Library | NA | NA |
| Gann Museum Visits | 24 | 11 |

Submitted by,
Laura Austin
Adult Services Manager

Library Management Team Report

Youth Services

January 2026

Holiday Programming

In the first two weeks of December, Youth Services did holiday storytimes for just over 1,700 students in 19 elementary and preschools in the county. Santa came to visit each branch in December. In Benton, 186 people came to see Santa, 78 came to his Bryant visit, and 81 came to East End. We also answered 267 letters to Santa. We held special programs and storytimes in the library, and assisted Mrs. Claus at the Courthouse to celebrate the season.

2025 Programming

Youth Services had an amazing year in programs and outreach. Over 6,000 tweens came to library programs last year. Almost 2,500 teens came to programs in 2025. We had over 10,000 people attend storytime in 2025. That is a 25% increase over last year. We had almost 2000 children 18 & under for our homeschool programs. We saw almost 26,464 children at outreach visits and events this year. Thanks to generous community donations, we gave out 693 costumes and 106 prom dresses this year.

National Association for the Education of Young Children Annual Conference

In November, 2 members of the youth services staff were able to go to the annual NAEYC conference in Orlando, FL. Over 4 days, we attended many sessions related to all aspects of the work we do in our programs. Especially useful were the sessions on early literacy and music.

Submitted by,
Wendy Christy
Youth Services Manager

2025 Youth Services Program Statistics

