

**Saline County Library  
Board of Trustees  
Agenda**

**Date: 09 March 2026 | Time: 4:00 PM**

**1800 Smithers Dr., Benton, 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 12 January 2026 Board Meeting
4. Financial Reports
  - a. 2025 Budget v. Actuals
  - b. 2025 Budget Modifications
  - c. 2026 Income and Expense Reports
5. Discussion Items
  - a. Director's Report
  - b. Library Management Team Reports
6. New Business
  - a. CD
  - b. Credit Card Resolution

Adjourn

Next regular board meeting 11 May 2026 at the Bryant Branch Library.

# Saline County Library Board of Trustees Meeting Minutes

12 January 2026

## 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  
Kolton Jones, Saline County Attorney  
Keith Kellum, Quorum Court Liaison

### 1. Call to Order

Nolley called the meeting to order at 4:00 PM

### 2. Announcements

No announcements; no public comments

### 3. Minutes from the 10 November 2025 board meetings

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

### 4. Financial Reports

#### a. Income and Expense Reports

Clemmer motioned to approve the reports as presented. McKeown seconded the motion which passed unanimously.

#### b. Budget Modification Report

Clemmer motioned to table the budget modifications until the next meeting as final 2025 bills were still coming in. Conrad seconded the motion which passed unanimously.

### 5. Discussion Items

#### a. Director's Report

#### b. Library Management Team Reports

### 6. New Business

#### a. 2026 Meeting Dates

Dates and locations were set for 2026 meetings:

- 9 March will meeting at main library in Benton
- 11 May will meet at Bryant Branch Library
- 13 July will meet at East End Branch Library
- 14 September will meet at Main Library in Benton
- 9 November will meet at Bryant Branch Library

**b. Spring Staff Development**

Conrad motioned to close the library for spring staff development days March 12-13. McKeown seconded the motion which passed unanimously.

**c. 2025 Third Party Audit**

Meeting date of 28 January was scheduled to discuss the results of the third-party audit.

**Adjourn: 4:53 PM**

Clemmer motioned to adjourn. Conrad seconded the motion which passed unanimously.

**Next regular board meeting 9 March 2026.**

DRAFT



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

	Total					
	Actual	Budget	Amendment	Current Budget	Remaining	% of Budget
<b>Revenue</b>						
4150 Tax Receipts	4,402,936.46	4,470,818.35			67,881.89	98.48%
4200 State Aid	118,113.83	100,000.00			-18,113.83	118.11%
4210 State Scholarship Money	0.00				0.00	
4255 Advertising Income	10,439.46				-10,439.46	
4310 Book Sale	18,426.49	18,000.00			-426.49	102.37%
4330 Copies/Printing	20,135.83	2,000.00			-18,135.83	1006.79%
4350 Fines / Fees	7,128.17	2,000.00			-5,128.17	356.41%
4365 Fundraising	6,682.33	5,000.00			-1,682.33	133.65%
4370 Gifts/Memorials	1,071.80				-1071.80	
4410 Interest Income	133,399.24	150,000.00			16,600.76	88.93%
4455 Passport Fee	61,184.43	40,000.00			-21,184.43	152.96%
4460 Refund	300.00				-300.00	
Billable Expense Income	0.00				0.00	
<b>Total Revenue</b>	<b>\$ 4,779,818.04</b>	<b>\$ 4,787,818.35</b>			<b>\$ 8,000.31</b>	<b>99.83%</b>
<b>Gross Profit</b>	<b>\$ 4,779,818.04</b>	<b>\$ 4,787,818.35</b>			<b>\$ 8,000.31</b>	<b>99.83%</b>
<b>Expenditures</b>						
3070 Rents, Land, & Buildings	53,000.00	53,000.00		53,000.00	0.00	100.00%
5000 Advertising						
5500 Advertising	31,588.40	35,000.00	467.23	34,532.77	2,944.37	91.47%
5600 Community Engagement	7,753.41	10,000.00		10,000.00	2,246.59	77.53%
<b>Total 5000 Advertising</b>	<b>\$ 39,341.81</b>	<b>\$ 45,000.00</b>		<b>\$ 44,532.77</b>	<b>\$ 5,190.96</b>	<b>88.34%</b>
6560 Payroll Expenses						
0100 Wages	2,315,837.91	2,259,124.30	25,575.00	2,284,699.30	-31,138.61	102.51%
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	2,308.00	227,308.00	-5,432.73	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%
<b>Total 6560 Payroll Expenses</b>	<b>\$ 3,099,313.25</b>	<b>\$ 2,983,124.30</b>	<b>\$ 25,638.00</b>	<b>3,006,454.30</b>	<b>\$ (92,858.95)</b>	<b>103.89%</b>
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	22,925.91	25,000.00		25,000.00	2,074.09	91.70%
6770 Service Contracts	116,689.77	105,574.49		105,574.49	-11,115.28	110.53%
<b>Total 6700 Supplies</b>	<b>\$ 168,909.40</b>	<b>\$ 170,574.49</b>		<b>170,574.49</b>	<b>\$ 1,665.09</b>	<b>99.02%</b>
6800 Professional Services						
6810 Postage	10,963.70	13,000.00		13,000.00	2,036.30	84.34%
6820 Communications	31,729.54	40,000.00		40,000.00	8,270.46	0.79
6830 Other Professional Services	16,849.20	20,000.00		20,000.00	3,150.80	0.84
<b>Total 6800 Professional Services</b>	<b>\$ 59,542.44</b>	<b>\$ 73,000.00</b>		<b>73,000.00</b>	<b>\$ 13,457.56</b>	<b>81.56%</b>
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%
<b>Total 7000 Transportation</b>	<b>\$ 4,880.54</b>	<b>\$ 12,000.00</b>		<b>12,000.00</b>	<b>\$ 7,119.46</b>	<b>40.67%</b>
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%
<b>Total 7100 Insurance</b>	<b>\$ 47,051.86</b>	<b>\$ 44,000.00</b>		<b>47,051.86</b>	<b>\$ 0.00</b>	<b>106.94%</b>
7200 Utilities						
7210 Electricity	73,234.40	85,000.00		85,000.00	11,765.60	86.16%
7220 Gas	15,521.52	20,000.00		20,000.00	4,478.48	77.61%
7230 Water	8,121.19	7,500.00		7,500.00	-621.19	108.28%
7240 Waste Disposal	4,405.33	5,500.00		5,500.00	1,094.67	80.10%
<b>Total 7200 Utilities</b>	<b>\$ 101,282.44</b>	<b>\$ 118,000.00</b>		<b>118,000.00</b>	<b>\$ 16,717.56</b>	<b>85.83%</b>
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%
<b>Total 7300 Building Operations</b>	<b>\$ 232,880.54</b>	<b>\$ 298,700.00</b>		<b>298,700.00</b>	<b>\$ 65,819.46</b>	<b>77.96%</b>
7400 Miscellaneous	0.00					
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	810.29	1,000.00		1,000.00	189.71	81.03%
8400 Software	91,835.03	88,903.00	5,000.00	93,903.00	2,067.97	97.80%
<b>Total 7400 Miscellaneous</b>	<b>\$ 98,278.72</b>	<b>\$ 98,903.00</b>		<b>98,903.00</b>	<b>\$ 624.28</b>	<b>99.37%</b>
8500-1 All Programming	65,221.13	80,000.00		80,000.00	14,778.87	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%
<b>8800 Books/Magazines/Video/Audio</b>	<b>\$ 548,196.10</b>	<b>\$ 520,000.00</b>		<b>520,000.00</b>	<b>\$ (28,196.10)</b>	<b>105.42%</b>
9500 Other Miscellaneous Expenditure	0.00	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%
<b>Total Expenditures</b>	<b>\$ 4,529,555.03</b>	<b>\$ 4,549,401.50</b>		<b>4,549,401.50</b>	<b>\$ 19,846.47</b>	<b>99.56%</b>

**Saline County Library Board**  
**Budget Modification Form for EOY 2025**

Prepared by: Leigh Espey

Date: 5-Feb-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	\$ 23,882.52	\$ 5,761.13	\$ 30,000.00	\$ 24,238.87	\$356.35
	6760 Janitorial Supplies	\$ 22,413.38	\$ 1,386.57	\$ 25,000.00	\$ 23,613.43	\$1,200.05
TRANSFER TO		CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget
LINE ITEM	6770 Service Contracts	\$ 116,689.77	\$ 11,115.28	\$ 105,574.49	\$ 116,689.77	\$0.00

2)

TRANSFER FROM		CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget
LINE ITEM	7240 Waste Disposal	\$4,405.33	\$ 621.19	\$ 5,500.00	\$ 4,878.81	\$473.48
TRANSFER TO		CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget
LINE ITEM	7230 Water	\$ 8,121.19	\$ 621.19	\$ 7,500.00	\$ 8,121.19	\$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

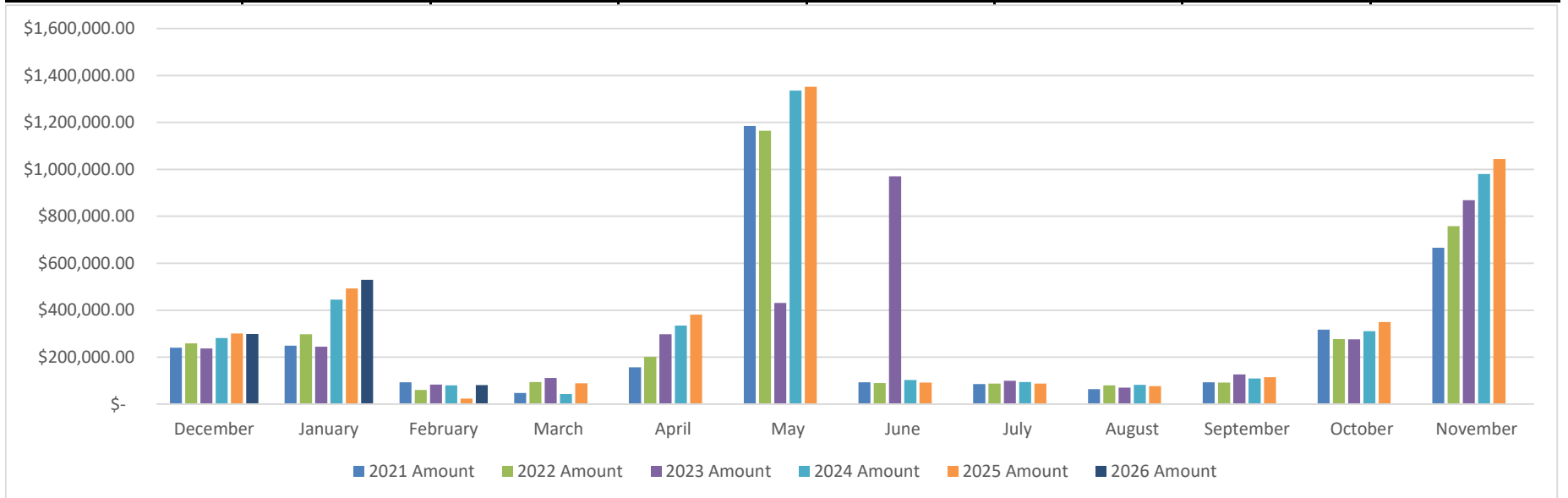
4)

TRANSFER FROM		CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget
LINE ITEM	7370 R&M Building Improvements	\$2,706.89	\$ 4,782.97	\$ 29,404.06	\$ 24,621.09	\$21,914.20
	8500 All Programming	\$65,136.14	\$ 14,649.74	\$ 80,000.00	\$ 65,350.26	\$214.12
	9500 Other Miscellaneous	\$0.00	\$ 8,763.39	\$ 9,569.71	\$ 806.32	\$ 806.32
TRANSFER TO		CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget

LINE ITEM	8800 Books/Magazines/Video/ Audio	\$548,196.10	\$	28,196.10	\$520,000.00	\$	548,196.10	\$0.00
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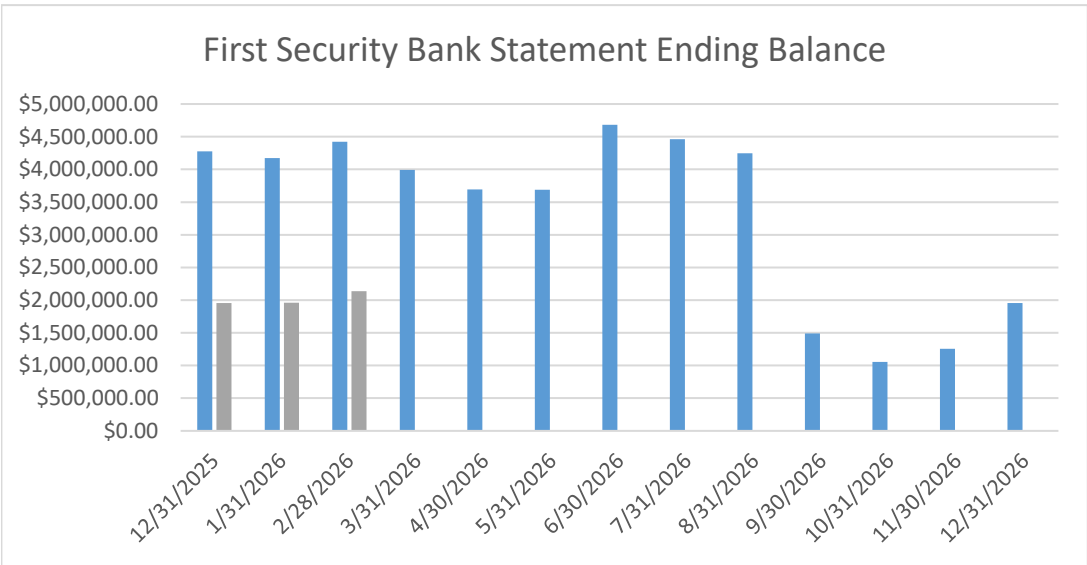
5)	TRANSFER FROM	CURRENT	AMOUNT	ORIGINAL BUDGET	NEW APPROPRIATION	Remaining Budget
LINE ITEM	1000 Worker's Compensation	\$0.00	\$ 677.00	\$ 677.00	\$0.00	\$0.00
	5001 Advertising	\$ 39,341.81	\$ 5,190.96	\$ 44,532.77	\$ 39,341.81	\$0.00
	6810 Postage	\$ 10,393.77	\$ 2,606.23	\$ 13,000.00	\$ 10,393.77	\$0.00
	6820 Communications	\$ 31,550.24	\$ 8,319.76	\$ 40,000.00	\$ 31,680.24	\$130.00
	6830 Other Professional Services	\$ 16,586.80	\$ 3,413.20	\$ 20,000.00	\$ 16,586.80	\$0.00
	7000 Transportation	\$ 4,880.54	\$ 7,119.46	\$ 12,000.00	\$ 4,880.54	\$0.00
	7210 Electricity	\$ 73,234.40	\$ 11,088.60	\$ 85,000.00	\$ 73,911.40	\$677.00
	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	\$ 24,396.25	\$ 30,000.00	\$ 5,603.75	\$2,896.86
	7400 Miscellaneous	\$ 99,068.72	\$ 4,318.85	\$ 103,903.00	\$ 99,584.15	\$515.43
	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	\$ 2,315,837.91	\$ 31,138.61	\$2,284,699.30	\$ 2,315,837.91	\$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

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	\$ 529,654.14	\$ 36,804.48
February	\$ 92,793.73	\$ 60,717.21	\$ 82,586.40	\$ 80,329.09	\$ 23,599.35	\$ 80,823.11	\$ 57,223.76
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		\$ (3,493,811.44)



### First Security Bank Statement Ending Balance

Date	Amount
12/31/2025	\$1,953,819.07
1/31/2026	\$1,959,028.73
2/28/2026	\$2,137,180.21
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 9/12/2025 and placed into CD.



**Saline County Library**  
**Budget vs. Actuals: Budget\_FY26**  
 January - December 2026

Total

	Actual	Budget	Amendment	Current Budget	Remaining	% of Budget
<b>Revenue</b>						
4150 Tax Receipts	835,296.56	4,193,050.61			3,357,754.05	19.92%
4200 State Aid		85,000.00			85,000.00	0.00%
4210 State Scholarship					0.00	
4310 Book Sale	1,215.89	18,000.00			16,784.11	6.75%
4330 Copies/Printing	819.05	5,000.00			4,180.95	16.38%
435 Fines/Fees	425.24	5,000.00			4,574.76	8.50%
4365 Fundraising	200.78	5,500.00			5,299.22	3.65%
4370 Gifts/Memorials	14.15					
4410 Interest Income	5,611.70	185,000.00			179,388.30	3.03%
4455 Passport Fee	6,258.07	52,000.00			45,741.93	12.03%
<b>Total Revenue</b>	<b>\$ 849,841.44</b>	<b>\$ 4,548,550.61</b>			<b>\$ 3,693,709.17</b>	<b>18.70%</b>
<b>Gross Profit</b>	<b>\$ 849,841.44</b>	<b>\$ 4,548,550.61</b>			<b>\$ 3,693,709.17</b>	<b>18.70%</b>
<b>Expenditures</b>						
3070 Rents, Land, & Buildings	13,524.15	55,000.00		55,000.00	41,475.85	24.59%
5000 Advertising					0.00	
5500 Advertising	8,051.92	35,000.00		35,000.00	26,948.08	23.01%
5600 Community Engagement	10.83	10,000.00		10,000.00	9,989.17	0.11%
<b>Total 5000 Advertising</b>	<b>\$ 8,062.75</b>	<b>\$ 45,000.00</b>		<b>\$ 45,000.00</b>	<b>\$ 36,937.25</b>	<b>17.92%</b>
6560 Payroll Expenses					0.00	
0100 Wages	443,536.39	2,402,176.12		2,402,176.12	1,958,639.73	18.46%
0600 Taxes (Fed, AR, SUTA)	33,618.96	165,000.00		165,000.00	131,381.04	20.38%
0800 Retirement	68,365.93	341,000.00		341,000.00	272,634.07	20.05%
0900 Insurance Benefits	56,915.59	299,436.00		299,436.00	242,520.41	19.01%
1000 Worker's Compensation	3,404.00	3,404.00		3,404.00	0.00	100.00%
1200 Other Fringe Benefits		2,000.00		2,000.00	2,000.00	0.00%
<b>Total 6560 Payroll Expenses</b>	<b>\$ 605,840.87</b>	<b>\$ 3,213,016.12</b>		<b>\$ 3,213,016.12</b>	<b>\$ 2,607,175.25</b>	<b>18.86%</b>
6700 Supplies					0.00	
6701 Printing	234.54	10,000.00		10,000.00	9,765.46	2.35%
6750 General Supplies	3,568.90	30,000.00		30,000.00	26,431.10	11.90%
6760 Janitorial Supplies	2,674.19	25,000.00		25,000.00	22,325.81	10.70%
6770 Service Contracts	9,542.76	150,650.00		150,650.00	141,107.24	6.33%
<b>Total 6700 Supplies</b>	<b>\$ 16,020.39</b>	<b>\$ 215,650.00</b>		<b>\$ 215,650.00</b>	<b>\$ 199,629.61</b>	<b>7.43%</b>
6800 Professional Services					0.00	
6810 Postage	308.98	13,000.00		13,000.00	12,691.02	2.38%
6820 Communications	6,926.26	40,000.00		40,000.00	33,073.74	17.32%
6830 Other Professional Services	8,564.43	20,000.00		20,000.00	11,435.57	42.82%
<b>Total 6800 Professional Services</b>	<b>\$ 15,799.67</b>	<b>\$ 73,000.00</b>		<b>\$ 73,000.00</b>	<b>\$ 57,200.33</b>	<b>21.64%</b>
7000 Transportation					0.00	
70-2500 Fuel for Library Vehicle Use	139.34	6,500.00		6,500.00	6,360.66	2.14%
70-5200 Fuel for Personal Vehicle Use	363.53	3,000.00		3,000.00	2,636.47	12.12%
70-5300 Airline and Rental Car		5,000.00		5,000.00	5,000.00	0.00%
<b>Total 7000 Transportation</b>	<b>\$ 502.87</b>	<b>\$ 14,500.00</b>		<b>\$ 14,500.00</b>	<b>\$ 13,997.13</b>	<b>3.47%</b>
7100 Insurance					0.00	
71-5800 Fire and Extended Coverage		50,000.00		50,000.00	50,000.00	0.00%
71-5900 Vehicle Insurance	3,472.71	10,000.00		10,000.00	6,527.29	34.73%
<b>Total 7100 Insurance</b>	<b>\$ 3,472.71</b>	<b>\$ 60,000.00</b>		<b>\$ 60,000.00</b>	<b>\$ 56,527.29</b>	<b>5.79%</b>
7200 Utilities					0.00	
7210 Electricity	5,169.04	85,000.00		85,000.00	79,830.96	6.08%
7220 Gas	3,002.82	20,000.00		20,000.00	16,997.18	15.01%
7230 Water	3,860.57	7,500.00		7,500.00	3,639.43	51.47%
7240 Waste Disposal	663.47	5,500.00		5,500.00	4,836.53	12.06%
<b>Total 7200 Utilities</b>	<b>\$ 12,695.90</b>	<b>\$ 118,000.00</b>		<b>\$ 118,000.00</b>	<b>\$ 105,304.10</b>	<b>10.76%</b>
7300 Building Operations					0.00	
7340 Building and Furnishings-New	-14.77	640,000.00		640,000.00	640,014.77	0.00%
7350 Machinery and Equipment-New	11.94	85,450.00		85,450.00	85,438.06	0.01%
7360 R&M-Machinery and Equipment	10,212.45	20,000.00		20,000.00	9,787.55	51.06%
7370 R&M-Building Improvements	743.03	20,000.00		20,000.00	19,256.97	3.72%
<b>Total 7300 Building Operations</b>	<b>\$ 10,952.65</b>	<b>\$ 765,450.00</b>		<b>\$ 765,450.00</b>	<b>\$ 754,497.35</b>	<b>1.43%</b>
7400 Miscellaneous		0.00		0.00	0.00	
7500 Dues and Memberships	1,025.00	7,500.00		7,500.00	6,475.00	13.67%
7900 Meals and Lodging		5,000.00		5,000.00	5,000.00	0.00%

8200 Refund	47.31	1,000.00		1,000.00	952.69	4.73%
8400 Software	16,334.01	110,000.00		110,000.00	93,665.99	14.85%
<b>Total 7400 Miscellaneous</b>	<b>\$ 17,406.32</b>	<b>\$ 123,500.00</b>		<b>\$ 123,500.00</b>	<b>\$ 106,093.68</b>	<b>14.09%</b>
8500-1 All Programming					0.00	
8500 Youth Programming	1,421.90	32,000.00		32,000.00	30,578.10	4.44%
8550 Adult Programming	3,998.93	28,000.00		28,000.00	24,001.07	14.28%
8570 Makerspace	1,326.36	20,000.00		20,000.00	18,673.64	6.63%
<b>Total 8500-1 All Programming</b>	<b>\$ 6,747.19</b>	<b>\$ 80,000.00</b>		<b>\$ 80,000.00</b>	<b>\$ 73,252.81</b>	<b>8.43%</b>
8700 Staff Development	150.00	10,000.00		10,000.00	9,850.00	1.50%
8750 Fundraising Expenses	22.42	1,000.00		1,000.00	977.58	2.24%
8800 Books/Magazines/Video/Audio	65,428.82	550,000.00		550,000.00	484,571.18	11.90%
9500 Other Miscellaneous Expenditure		75,000.00		75,000.00	75,000.00	0.00%
9600 Friends Expenses	45.98	3,000.00		3,000.00	2,954.02	1.53%
<b>Total Expenditures</b>	<b>\$ 776,672.69</b>	<b>\$ 5,402,116.12</b>		<b>\$ 5,402,116.12</b>	<b>\$ 4,625,443.43</b>	<b>14.38%</b>

Thursday, March 5, 2026

# **Library Director's Report**

## **March 2026**

### **Third Party Audit**

Allison, Kolton, and I met with Mason Morgan to discuss the review of fiscal years ending 31 December 2023 and 2024. No material weaknesses were found. They did note four areas that needed to be addressed, but they did not affect the opinion on the effectiveness of the Library's internal controls. The final opinion was that the Library maintained effective internal control over financial reporting and internal control over compliance with applicable laws, rules, and regulations for the reporting years reviewed.

To comply with County ordinance 2023-17, they plan to begin a review of fiscal year ending 31 December 2025 this summer after tax season has ended.

### **Friends of the Library**

The Friends of the Library volunteered 138.41 hours in January and February to keep the bookstore in tip-top shape.

### **RFQ for Flooring**

The request was posted on the library's website and the county's website on February 26. As of this writing, it was scheduled to run in the Courier the first and second weeks of March with the submission deadline being March 26.

### **Public Library Association Conference**

We are sending six staff members to PLA this year. The Public Library Association Conference occurs every other year, and this year it is being held in Minneapolis April 1-3.

### **MidArkansas Regional Board Meeting**

MidArk board will meet on Friday, March 20, at the Cleveland County Library in Rison.

### **Vehicle Purchase Update**

I have narrowed down the options of vehicles that I think would best fit the library's needs from the state contract list.

**Submitted by,**

**Leigh Espey**

**Library Director**

# **Library Management Team Report**

## **Human Resources**

### **March 2026**

#### **2026 Statistics through Feb 28**

**Headcount:** 54: 36 FT, 14 PT, and 4 Seasonal

#### **Additions since last report:**

Shakeelah Rhamaan – Branch Manger East End

#### **Promotion/Reassignments since last report:**

Promoted Laura Austin to Branch Manager Bryant, 1/26/2026

Promoted Becca Griffin to Adult Services Manager, Benton, 1/26/2026

Promoted Cheyeene Guffy to Assistant Branch Manager, East End 2/17/2026

Transferred Anna Bivens to Makerspace Specialist, Benton 2/9/2026

Transferred Joel Beck to Adult Services Programmer, Bryant, 2/16/2026

Moved Rayanna Galloway to FT Library Assistant, East End, 2/17/2026

Moved Jay Henry to PT Library Assistant, East End, 2/17/2026

#### **Departures since last report:**

Dara Nix, FT, 2/7/2026

Amanda Garrison, FT and Lydia Cheatham, PT, 2/9/2026

Laura DePriest & Jeanie Weng, Seasonals, 2/11/2026

Lily Webb, FT, 3/1/2026

#### **Current Open Positions:**

Adult Services Programmer, FT, Benton

Library Assistant, FT, Benton

#### **Turnover:**

2025: 29.9%

2026: 10.4%

#### **Recognitions**

10 employees recognized with High Five Awards in January & February

#### **Staff Training March 12-13**

Breakouts focused on Customer Service, Communication. Teamwork, Safety, Policies & Procedures and Mission, Vision, Values.

#### **Submitted by,**

**Tonia Breckenridge**

**Human Resources & Finance Manager**

**Library Management Team Report**  
Building Operations Department  
March 2026

**Building Operations Department**

While there were no significant changes or projects undertaken, we began planning for the larger projects that we will begin in the coming months. We have also begun the process of getting new printing equipment from SBS, with our East End branch being the first to receive the new equipment. Building Operations staff addressed daily issues and tasks to the best of their ability and ensured that all branches were functional, safe, and clean.

Submitted by,  
Rob Walton  
Building Operations Manager

**Library Management Team Report  
Public Relations Department  
March 2026**

**Social Media Stats (Jan 5 – March 1)**

Facebook Reach: 231,441	2026 YTD: 231,441
Facebook Clicks: 17,853	2026 YTD: 17,853
Facebook New Followers: 169	2026 YTD: 169
Instagram Reach: 19,859	2026 YTD: 19,859
Instagram New Followers: 60	2026 YTD: 60

**Website Stats (Jan 5 – March 1)**

Active Users: 16,000	2026 YTD: 18,000
New Users: 15,000	2026 YTD: 17,000

**Public Attendance and Outreach Stats**

Networking/Community Meetings: 37	2026 YTD: 37
Partner 1-on-1: 12	2026 YTD: 12
Outreach Events: 4	2026 YTD: 4
Outreach Attendance: 114	2026 YTD: 114
Outreach Engagement: 46	2026 YTD: 46
New Cards: 12 (10 from 1-on-1)	2026 YTD: 12

**Strategic Planning Updates**

We held a survey contest to reach non-patrons for feedback for our strategic plan. We received 400 responses and 233 that specified they visit the library a few times a year, hardly use the library, or have never used the library. After using those responses and other data collected, we have outlined our draft for the 2026-2029 Strategic Plan. We will unveil the full plan in April.

**Current Promotions and Campaigns**

Currently, Public Relations is working hard to complete branding and messaging for the Summer Reading Challenge and our first seasonal programs and events magazine. We are also planning events in the community every day during National Library Week, several being fundraisers thanks to our gracious partners. We are also in early-stage planning for Library Card Sign Up Month ideas. We have already booked several events with community partners to stretch our reach and sign up more library cards for our community.

**Submitted by,**

**Kari Lapp**

**Public Relations Manager**

# Library Management Team Report

## Bryant Branch

### March 2026

#### Statistics

During January, the adult computers were used 301 times for 225.45 hours with an average of 44.94 minutes for each session. The children's computers were used 120 times for 123.95 hours with an average of 61.98 minutes. We had 3,586 patrons visit with a daily average of 200 visitors. We notarized 57 documents and submitted 67 passport applications. We circulated 4370 items and made 78 new library cards.

During February, the adult computers were used 384 times for 313.43 hours with an average of 48.97 minutes for each session. The children's computers were used 169 times for 161.07 hours with an average of 57.18 minutes for each session. We had 5,053 patrons visit with a daily average of 220 visitors. We notarized 57 documents and submitted 91 passport applications. We circulated 4716 items and made 100 new library cards.

#### Reference Question Statistics

During January, we helped answer 82 basic reference questions, 84 general questions, 47 streaming or digital questions, 97 computer questions, and 54 passport questions.

During February, we helped answer 44 basic reference questions, 46 general questions, 29 streaming or digital questions, 73 computer questions, and 51 passport questions.

#### Staffing Report

We have had several staffing changes at the Bryant Branch. First, I left my position as the Adult Services Manager at the end of January to become the Branch Manager here at Bryant. Then, Anna Bivens left her position as the Branch Adult Programmer to go back to Benton to fill the Makerspace Specialist vacancy. Finally, Joel Beck left his position as one of the Adult Programmers at Benton to become the Branch Adult Programmer at Bryant.

Submitted by,  
Laura Austin  
Bryant Branch Manager

# Library Management Team Report

## Adult Services Department

### March 2026

## Staffing Updates

The Adult Services Department has experienced several transitions over the past month. Laura Austin moved to the Bryant branch to serve as Branch Manager, and I've stepped into the role of Adult Services Manager in Benton. I'm excited for this next chapter and grateful for the opportunity to lead such a creative and dedicated team.

We're thrilled to welcome Anna Bivens as our new Makerspace Coordinator. Anna comes to us from Bryant, where she did an excellent job Branch Adult Programmer. She's currently working to become a Master Naturalist and will spearhead our Seed Library program. Joel Beck has transferred to Bryant as their Adult Programmer. He has worked hard to build relationships with community services. We are looking forward to seeing how he expands those offerings into the Bryant community.

Joel's move leaves us with an opening for an Adult Programmer in Benton. We've received strong interest and are currently interviewing candidates. We look forward to filling the position soon and welcoming a new team member.

## Programming & Outreach

In 2025, Adult Services recorded over 11,000 patron interactions through Makerspace open hours, outreach, and programs such as craft classes and book clubs, exercise programs, English language classes, board gaming, and technology assistance. We partnered with community organizations such as the University of Arkansas Extension Office, hosted blood drives, and welcomed pet adoption events — reinforcing the library's role as a community gathering space.

We launched the **Nomad Collection**, a traveling book collection that serves locations such as The Manor, the Bryant Senior Center, and the Benton Senior Center. It's been a meaningful way to extend our reach and bring library materials directly to patrons, and it continues to grow.

We're looking forward to building on this momentum in 2026 and continuing to grow programming and outreach in ways that serve our community well.

Submitted by,  
Becca Griffin  
Adult Services Manager

**Library Management Team Report**  
Public Services Department  
March 2026

**Staffing & Updates**

We have lost one of our full-time staff, Lily Webb. We are opening that position up soon, and we hope to have it filled quickly. We are going to be reworking a lot of things in the department because of this shift, and I've been working with and talking to other departments about where we can move things around productively.

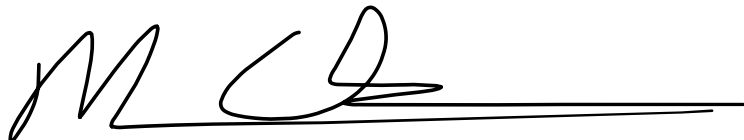
Workroom clean-up is planned for our staff development days this Thursday and Friday. Very excited to move things around and get our workroom evaluated and tidy.

**Statistics**

In January, computers were used 529 times for 437 hours and 13 minutes, 1,254 questions were asked, and 8,080 patrons visited. We had 155 new library cards. In passive programming, we had 156 interactions. A lot of these statistics are lower than last year, but the snowstorm has skewed our numbers.

In February, computers were used 694 times for 562 hours and 28 minutes, 1,996 questions were asked, and 10,754 patrons visited. We had 188 new library cards. In passive programming, we had 257 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**

## **Youth Services**

### **March 2026**

#### **Programming & Outreach**

We had over 1,300 people attend storytime programs in January & February. Our Wednesday Homeschool Hour had 87 4-6 year olds, 116 7-9 year olds, 78 10-12 year olds, and 82 teens over the last 2 months. Our afterschool programs are divided into 3 groups based on grade. In total, we have 568 attend programs that were not storytime or Homeschool Hour. Our regular, monthly outreaches started back in January. In the first two months of 2026, we have seen about 700 children in schools and daycares across the county at 19 visits.

#### **Summer Reading**

We are working on another great summer reading challenge. The theme this year is Unearth a Story. Youth Services and Adult Services are working hard to come up with a set of programs and performers that will appeal to and benefit everyone in our community. We will be using Beanstack this year to track our reading. We hope that being able to log reading online and/or in an app will be helpful for our patrons.

#### **Saline Reads**

We are in the process of choosing a book for Saline Reads 2026. Jordan Sandlin, Tween Librarian, compiled a list of possible books that have come out in the last 2 or 3 years. The Youth Services staff is reading through the books currently and taking notes so we can make a decision in the next month. The event will happen in October again this year.

#### **Spring Youth Services Workshop at Garland County Library**

The Garland County Library is putting together their annual Youth Services workshop. This year, they have asked Amanda Ball to present about her Rock Club program and Jordan Sandlin to present about Homeschool Hour. We are very excited to attend this workshop and to be able to share our programming with other area libraries. The workshop will be on April 10.

Submitted by,  
Wendy Christy  
Youth Services Manager

**Library Management Team Report**  
Technical Services  
March 2026

**Processing Statistics**

We have received, cataloged, and processed a total of 1238 items from Jan. 1 – March 3, 2026.  
The breakdown by branch is:

- Benton 726
- Bryant 434
- East End 78

**Submitted by,**  
**Stacy Childress**  
**Technical Services Manager**

10 March 2026

Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on 9 March 2026, the Board of Trustees approved credit card authorization for the following staff:

<b>Employee</b>	<b>General Account</b>
Leigh Espey, Library Director	\$8,000
Rob Walton, Building Operations Manager	\$8,000
Wendy Christy, Youth Services Manager	\$5,000
Kari Lapp, PR Manager	\$5,000
Billy J. Osborne, Maintenance Coordinator	\$500
Laura Austin, Bryant Branch Manager	\$5,000
Saline County Library Travel	\$8,000
<del>Susan Jacobs, Bryant Branch Manager</del>	<del>\$5,000</del>
<del>Amanda Garrison, East End Branch Manager</del>	<del>\$5,000</del>
Rebecca Griffin, Adult Services Manager	\$5,000
Amanda Mesas, Assistant Library Director	\$2,500

Please issue a new credit card for Rebecca Griffin in the amount of \$5,000.  
Please issue a new credit card for Amanda Mesas in the amount of \$2,500.

Signed,

\_\_\_\_\_  
Allison Nolley  
Chair, SCL Board of Trustees

\_\_\_\_\_  
Matt Brumley  
Saline County Judge





## Independent Accountant's Report

To the Saline County Library Board of Trustees

We have examined the internal control over financial reporting and internal control over compliance with applicable laws, rules, and regulations of Saline County Library (the "Library") for the years ended December 31, 2023 and 2024 (the "internal controls"), based on applicable accounting standards. The Library's management is responsible for the internal controls. Our responsibility is to express an opinion on whether the internal controls maintained were effective based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the internal controls were effective based on applicable accounting standards, in all material respects. An examination involves performing procedures to obtain evidence about the suitability of the Library's system of internal controls based on applicable accounting standards. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of a material weakness in the Library's system of internal controls, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Because of their inherent limitations, internal control over financial reporting may not prevent, or detect and correct, misstatements, and internal control over compliance with applicable laws, rules, and regulations may not prevent, or detect and correct, noncompliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

During our examination, we identified certain deficiencies in internal control that we communicated in writing to management and the Saline County Library Board of Trustees on January 12, 2026. These deficiencies did not affect our opinion on the effectiveness of the Library's internal controls because they were not considered material weaknesses.

In our opinion, Saline County Library maintained effective internal control over financial reporting and internal control over compliance with applicable laws, rules, and regulations for the years ended December 31, 2023 and 2024, in all material respects, based on applicable accounting standards.

*Rasco Winter Thomas*

Rasco Winter Thomas  
Little Rock, AR  
January 12, 2026



To the Board of Trustees and Management of Saline County Library

In planning and performing our examination the internal control over financial reporting and internal control over compliance with applicable laws, rules, and regulations of Saline County Library (the "Library") for the years ended December 31, 2023 and 2024 (the "internal controls"), in accordance with attestation standards established by the AICPA, we considered the Library's system of internal controls as a basis for designing examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the effectiveness of the Library's internal controls.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control, and therefore, deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements or noncompliance on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Library's financial statements, or material noncompliance with a direct and material law, rule, or regulation, will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies in the Library's internal control described in Attachment A to be significant deficiencies.

This communication is intended solely for the information and use of management, the Board of Trustees, and others within the Library, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Rasco Winter Thomas*

Rasco Winter Thomas  
Little Rock, AR  
January 12, 2026

## Significant Deficiencies

### **Approval of Payroll Runs Prior to Processing**

During testing of a cash disbursement for payroll taxes, it was discovered that there is no review or approval of the payroll information that is entered into QuickBooks prior to funds being automatically disbursed by QuickBooks for direct deposit of paychecks, payment of payroll taxes, etc. We recommend that controls be designed and implemented to add another layer of approval within the payroll process, in addition to the management approval of employee timecards that is currently in place, to ensure all related payments are accurate and proper, whether this be prior to the information being submitted to QuickBooks or prior to QuickBooks initiating payments.

### **Documentation for Manual Journal Entries**

While the policy appears to be for manual journal entries to be discussed with the Library Director prior to being posted, there was no documentation of these discussions available. Further, while support for the related underlying transactions was kept, best practice would be for documentation of the rationale and preparation of the journal entry itself to be maintained. We recommend that controls be designed and implemented surrounding manual journal entries to improve documentation of each entry's rationale and preparation, and to require management approval, especially in regards to situations in which a manual journal entry is required to correct an error or account for a transaction that is not a regularly recurring part of the Library's normal course of business.

### **Password Security**

During on-site observation of IT controls, it was noted that laminated lists of passwords were being kept near certain computers, where they would potentially be accessible by unauthorized individuals. We recommend that any password information be kept in a secure location that is not accessible by the public or unauthorized individuals.

### **User Capabilities in Accounting Software**

Three employees have QuickBooks logins, and all three have full administrative access. We recommend that user capabilities within QuickBooks be limited to what is necessary based on each individual's role. To the extent possible, roles should be managed to segregate duties in order to minimize opportunity for fraud.



## Circulation reports for 2025

Category	2024	2025
<b>Adult Collections</b>	<b>91,345</b>	<b>83,559</b>
Books	88,682	81,805
Audiobooks	2,663	1,754
<b>Children's Collections</b>	<b>86,895</b>	<b>83,973</b>
Books	78,129	76,076
Audiobooks	8,766	7,897
<b>Juvenile Collections</b>	<b>63,820</b>	<b>64,870</b>
Books	63,060	63,976
Audiobooks	760	894
<b>Teen Collections</b>	<b>17,275</b>	<b>18,182</b>
Books	17,069	17,981
Audiobooks	206	201
<b>New Adult Collections</b>	<b>3,383</b>	<b>3,690</b>
Books	3,361	3,660
Audiobooks	22	30
<b>Videogames</b>	<b>6,757</b>	<b>7,532</b>
<b>Library of Things</b>	<b>12,952</b>	<b>6,353</b>



## Circulation reports for 2025

Category	2024	2025
<b>Video</b>	<b>54,748</b>	<b>51,122</b>
Adult DVD	25,651	24,921
Adult Blu-ray	1,864	1,689
Adult TV	11,556	8,488
Children's DVD	14,886	14,796
Children's Blu-ray	932	1,228
<b>Physical Resources Total</b>	<b>337,175</b>	<b>319,281</b>
<b>E-Resources</b>	<b>255,460</b>	<b>276,425</b>
Libby e-Books	90,600	88,787
Libby e-Audiobooks	81,706	87,961
Libby e-Magazines	15,326	16,621
Hoopla	51,385	72,124
Kanopy	5,565	5,847
<i>Freegal (Ended service April 2025)</i>	<i>10,878</i>	<i>5,085</i>
<b>Grand Total</b>	<b>592,635</b>	<b>595,706</b>