

**Saline County Library  
Board of Trustees  
Agenda**

1/24/2022 | 3:30 pm  
1800 Smithers, Benton, AR

1. Call to Order
2. Announcements
3. Minutes from the 11/15/21 board meeting
4. Financial Reports
  - a. Income and Expense Reports
  - b. Budget Modification Report
5. Discussion Items
  - a. Friends of the Library Report
  - b. Director's Report
  - c. Library Management Team Reports
6. Unfinished Business
  - a. Regionalization Discussion
7. New Business
  - a. Library Deletions
8. Adjourn

Next regular board meeting 3/21/22 at 3:30 p.m.

# Board Meeting Minutes

November 15, 2021

## Attendees:

Caroline Miller Robinson, Board Chair  
Marian Douglas, Board Member  
Allison Nolley, Board Member  
Laine Holleran, Board Member  
Caroline Clements, Friends of the Library

Patty Hector, Director  
Leigh Espey, Library Manager  
Heather Phipps, HR Manager  
Brad Crumby, Financial Coordinator

## Excused:

Lindsay Jordan, Board Member

### I. Call to Order

Douglas called the meeting to order at 3:36 PM.

### II. Announcements

No Announcements

### III. Minutes from the 9/20/2021 board meeting

Nolley moved to accept the minutes as presented. Holleran seconded the motion, which passed unanimously.

### IV. Financial Reports

#### a. Income and Expense Reports

Douglas moved to accept the reports as presented. Holleran seconded the motion, which passed unanimously.

#### b. Budget Modification Report

Nolley moved to accept the report as presented. Douglas seconded the motion, which passed unanimously.

### V. Discussion Item

a. Friends of the Library Report – Volunteer, Caroline Clements reported during the last Friends meeting it was noticed that revise the bylaws that reflect incorrect information about book sales. There have been a lot of new volunteers and the Friends are trying to find the best ways to utilize them. The Friends would like to see them commit and come in for a few hours a month and keep the book store in order. The Friends would also like to volunteer more in the community with the Library. During the last two months the Friends have earned \$18,000.

b. Director's Report - *Included in packet*

- c. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services,

VI. Old Business

- a. Employees Below Minimum Range on New Pay Scale

Nolley motioned to accept the pay raises as presented with a retro pay back to September 23<sup>rd</sup> pay date. Holleran seconded the motion, which passed unanimously. ]

- b. Final Approval of 2022 Budget

Board went into executive session from 4:44 PM to 5:04 PM.

Holleran motioned to approve the 2022 Budget with the step increase that was proposed and to add \$3,000 to line 6200 for Gas. Douglas seconded the motion, which passed unanimously.

VII. New Business

- a. Library Deletions

Nolley motioned to approve the Library Deletions. Douglas seconded the motion, which passed unanimously.

- b. State ARPA Funds Application - revised

No motion needed - Informational only.

- c. Furniture Quote for Privacy Seating Upstairs

Douglas motioned to approve purchase of furniture. Holleran seconded the motion, which passed unanimously.

- d. Resolution for Credit Card Changes and Check Signer Addition

Nolley motioned to accept credit card changes presented. Douglas seconded the motion, which passed unanimously.

VIII. Miller-Robinson adjourned the meeting at 5:16 PM.

Submitted by,

Heather Phipps  
HR Manager  
Board Secretary



# Saline County Library

## Income & Expense Report

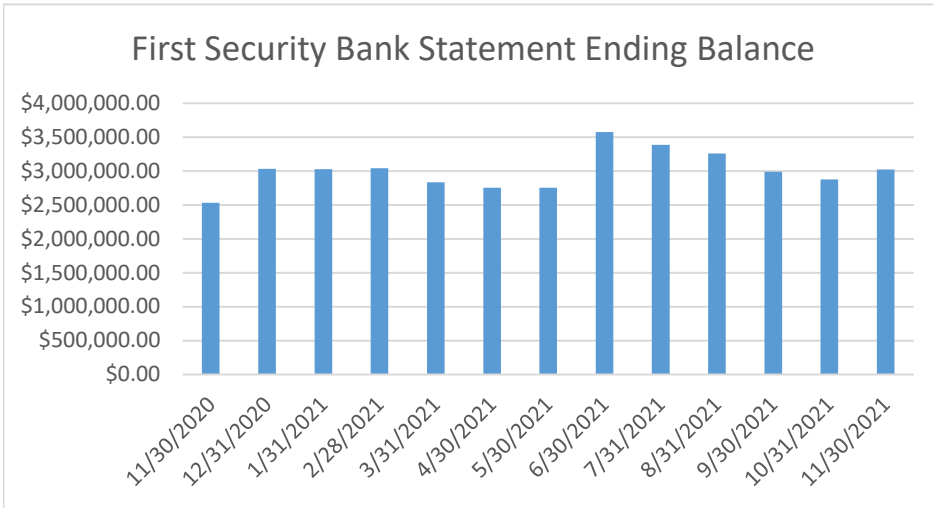
January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
4150 Tax Receipts	3,288,544.30		-3,288,544.30	
4200 State Aid	84,797.23		-84,797.23	
4210 State Scholarship Money	5,850.00		-5,850.00	
4255 Advertising Income	<b>3,804.44</b>		<b>-3,804.44</b>	
4310 Book Sale	<b>16,707.29</b>		<b>-16,707.29</b>	
4330 Copies/Printing	<b>9,740.12</b>		<b>-9,740.12</b>	
4340 Damage	<b>694.36</b>		<b>-694.36</b>	
4350 Fines / Fees	<b>4,095.53</b>		<b>-4,095.53</b>	
4365 Fundraising	<b>1,028.27</b>		<b>-1,028.27</b>	
4370 Gifts/Memorials	<b>3,014.93</b>		<b>-3,014.93</b>	
4410 Interest Income	<b>13,833.32</b>		<b>-13,833.32</b>	
4420 Lost Item	<b>2,765.15</b>		<b>-2,765.15</b>	
4450 Out of County Card	<b>99.27</b>		<b>-99.27</b>	
4455 Passport Fee	<b>9,925.45</b>		<b>-9,925.45</b>	
4460 Refund	23,893.43		-23,893.43	
4470 Replacement Card	<b>254.91</b>		<b>-254.91</b>	
Grant Money	<b>321,077.00</b>		<b>-321,077.00</b>	
<b>Total Revenue</b>	<b>\$3,790,125.00</b>	<b>\$0.00</b>	<b>\$ -3,790,125.00</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$3,790,125.00</b>	<b>\$0.00</b>	<b>\$ -3,790,125.00</b>	<b>0.00%</b>
<b>Expenditures</b>				
6560 Payroll Expenses	-150.00		150.00	
0100 Wages	1,548,287.92	1,666,797.59	118,509.67	7.11 %
0600 Taxes (Fed, AR, SUTA)	112,839.53	132,000.00	19,160.47	14.52 %
0800 Retirement	229,423.40	246,000.00	16,576.60	6.74 %
0900 Insurance Benefits	<b>195,557.09</b>	<b>228,000.00</b>	<b>32,442.91</b>	<b>14.23 %</b>
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	1,115.59	1,500.00	384.41	25.63 %
Company Contributions	<b>0.00</b>		<b>0.00</b>	
<b>Total 6560 Payroll Expenses</b>	<b>2,087,073.53</b>	<b>2,280,297.59</b>	<b>193,224.06</b>	<b>8.47 %</b>
6700 Supplies				
1600 Printing	8,527.22	10,000.00	1,472.78	14.73 %
1700 General Supplies	<b>21,463.66</b>	<b>30,000.00</b>	<b>8,536.34</b>	<b>28.45 %</b>
2000-1 Janitorial Supplies	4,266.94	8,000.00	3,733.06	46.66 %
3300 Service Contracts	120,647.04	113,000.00	-7,647.04	-6.77 %
<b>Total 6700 Supplies</b>	<b>154,904.86</b>	<b>161,000.00</b>	<b>6,095.14</b>	<b>3.79 %</b>
6800-1 Professional Services				
4900 Communications	<b>40,216.71</b>	<b>39,000.00</b>	<b>-1,216.71</b>	<b>-3.12 %</b>
5000 Postage	7,664.66	12,000.00	4,335.34	36.13 %
6800 Other Professional Services	<b>18,885.19</b>	<b>20,000.00</b>	<b>1,114.81</b>	<b>5.57 %</b>

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6800-1 Professional Services</b>	<b>66,766.56</b>	<b>71,000.00</b>	<b>4,233.44</b>	<b>5.96 %</b>
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,181.78	3,000.00	1,818.22	60.61 %
70-5200 Fuel for Personal Vehicle Use	745.80	1,000.00	254.20	25.42 %
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
<b>Total 7000 Transportation</b>	<b>1,927.58</b>	<b>5,000.00</b>	<b>3,072.42</b>	<b>61.45 %</b>
7050 Advertising				
5500 Advertising	23,299.48	25,000.00	1,700.52	6.80 %
<b>Total 7050 Advertising</b>	<b>23,299.48</b>	<b>25,000.00</b>	<b>1,700.52</b>	<b>6.80 %</b>
7100 Insurance				
71-5800 Fire and Extended Coverage	13,234.00	15,000.00	1,766.00	11.77 %
71-5900 Vehicle Insurance	2,133.31	4,000.00	1,866.69	46.67 %
<b>Total 7100 Insurance</b>	<b>15,367.31</b>	<b>19,000.00</b>	<b>3,632.69</b>	<b>19.12 %</b>
72-6000 Utilities				
6100 Electricity	70,822.15	75,000.00	4,177.85	5.57 %
6200 Gas	12,832.31	15,000.00	2,167.69	14.45 %
6300 Water	4,617.60	5,000.00	382.40	7.65 %
6400 Waste Disposal	6,767.21	6,000.00	-767.21	-12.79 %
<b>Total 72-6000 Utilities</b>	<b>95,039.27</b>	<b>101,000.00</b>	<b>5,960.73</b>	<b>5.90 %</b>
7300 Repairs and Maintenance				
73-6500 Building and Improvements	22,527.20	40,000.00	17,472.80	43.68 %
73-6600 Machinery and Equipment	40,803.55	40,000.00	-803.55	-2.01 %
<b>Total 7300 Repairs and Maintenance</b>	<b>63,330.75</b>	<b>80,000.00</b>	<b>16,669.25</b>	<b>20.84 %</b>
7400 Miscellaneous				
74-7300 Dues and Memberships	2,836.00	5,000.00	2,164.00	43.28 %
7900 Meals and Lodging	794.50	1,000.00	205.50	20.55 %
8200 Refund	133.66	2,000.00	1,866.34	93.32 %
8300 Scholarship Payment	5,850.00	5,850.00	0.00	0.00 %
8600 Software	80,322.03	55,000.00	-25,322.03	-46.04 %
<b>Total 7400 Miscellaneous</b>	<b>89,936.19</b>	<b>68,850.00</b>	<b>-21,086.19</b>	<b>-30.63 %</b>
8500-1 All Programming	<b>66,567.64</b>	<b>90,000.00</b>	<b>23,432.36</b>	<b>26.04 %</b>
8700 Staff Development	11,854.53	12,546.19	691.66	5.51 %
8752 Fundraising Expenses	2,081.78	1,500.00	-581.78	-38.79 %
8800 Books/Magazines/Video/Audio	453,152.01	550,000.00	96,847.99	17.61 %
G2019 Grant 2019	28,129.69		-28,129.69	
Grant-3047 ARPA Grant 2021	101,917.68	56,792.00	-45,125.68	-79.46 %
Grant-CaresAct 2021 Grant - CARES Act Grant	14,476.00		-14,476.00	
<b>Total Expenditures</b>	<b>\$3,275,824.86</b>	<b>\$3,521,985.78</b>	<b>\$246,160.92</b>	<b>6.99 %</b>
NET OPERATING REVENUE	<b>\$514,300.14</b>	<b>\$ -3,521,985.78</b>	<b>\$ -4,036,285.92</b>	<b>114.60 %</b>
Other Expenditures				
9100 Building and Furnishings	28,830.58	100,000.00	71,169.42	71.17 %
9300 Machinery and Equipment	11,707.19	40,000.00	28,292.81	70.73 %
9500 Other Miscellaneous Expenditure		71,552.36	71,552.36	100.00 %
<b>Total Other Expenditures</b>	<b>\$40,537.77</b>	<b>\$211,552.36</b>	<b>\$171,014.59</b>	<b>80.84 %</b>
NET OTHER REVENUE	<b>\$ -40,537.77</b>	<b>\$ -211,552.36</b>	<b>\$ -171,014.59</b>	<b>80.84 %</b>
NET REVENUE	<b>\$473,762.37</b>	<b>\$ -3,733,538.14</b>	<b>\$ -4,207,300.51</b>	<b>112.69 %</b>

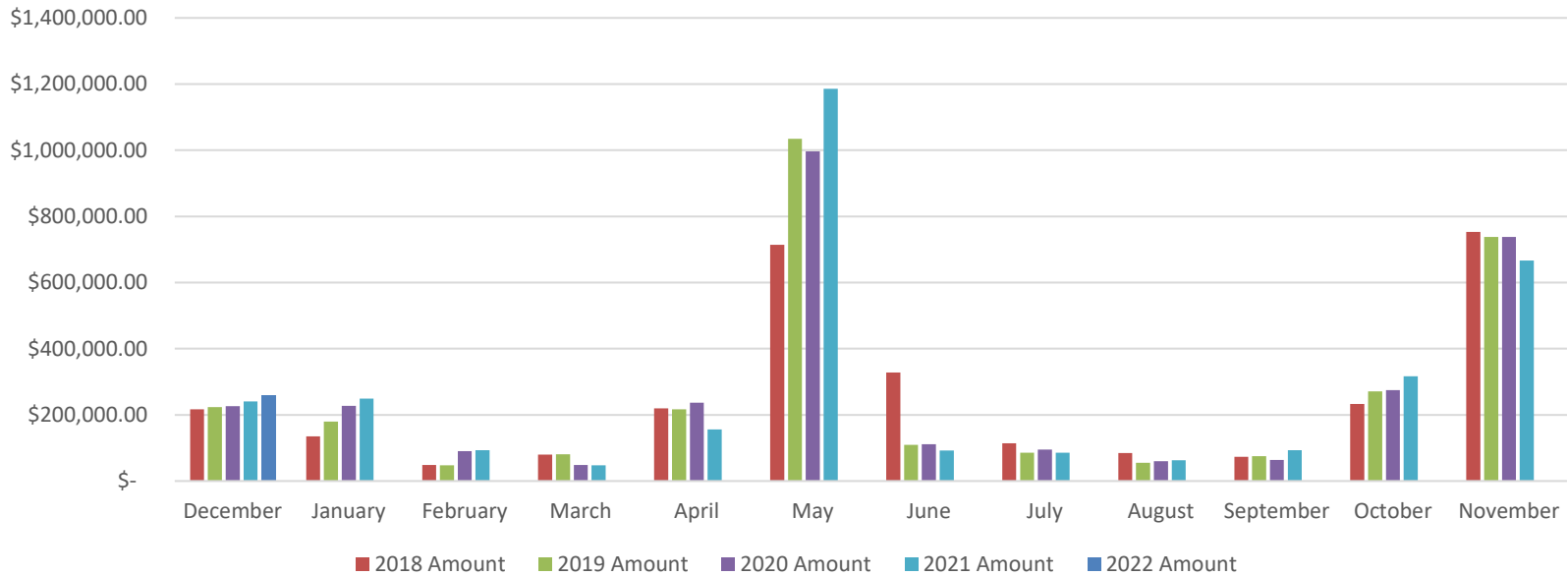
## First Security Bank Statement Ending Balance

11/30/2020	\$2,530,189.43
12/31/2020	\$3,033,035.23
1/31/2021	\$3,029,139.93
2/28/2021	\$3,043,663.90
3/31/2021	\$2,832,781.85
4/30/2021	\$2,755,979.69
5/30/2021	\$2,755,978.69
6/30/2021	\$3,577,929.20
7/31/2021	\$3,385,819.82
8/31/2021	\$3,258,632.77
9/30/2021	\$2,990,957.80
10/31/2021	\$2,879,185.93
11/30/2021	\$3,024,632.52



### TAX RECEIPTS

Date County Received	2018 Amount	2019 Amount	2020 Amount	2021 Amount	2022 Amount	Difference from previous year
December	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 259,054.60	\$ 18,410.74
January	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25		
February	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73		
March	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84		
April	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43		
May	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48		
June	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78		
July	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59		
August	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14		
September	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38	\$ 93,021.74		
October	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67		
November	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81	\$ 666,438.79		
	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 3,288,544.30	\$ 259,054.60	\$ 18,410.74



## WEBSALES

October 26, 2021 - December 26, 2021

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>
Beginning balance		\$ 40.58			\$ 3.85	\$ 36.73
For Whom the Bell Tolls	11/4/2021	\$ 80.00	\$ 3.82	\$ 13.07	\$ 16.89	\$ 63.11
Lost Cause: The Standard Southern History of the War of the Confederates	12/20/2021	\$ 15.00	\$ 4.45	\$ 2.63	\$ 7.08	\$ 7.92
Income directly deposited in general account		\$ (95.00)		\$ 15.70	\$ 15.70	\$ (79.30)
Papercut transactions (Oct 25, 2021 - Dec 26, 2021)		\$ 239.56				\$ 239.56
Subtotal		\$ 280.14			\$ 43.52	\$ 268.02
Transfer, December 27, 2021		\$ 278.46			\$ 38.90	\$ 239.56
Ending Balance		\$ 1.68			\$ 4.62	\$ 28.46



**Saline County Library Board**

2021 Budget Modification Form

Prepared By: Brad Crumby

Date: 01.24.2022

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R	3047	ARPA Grant 2021 <i>Grant Income</i>	-	56,792.00	101,917.68	(45,125.68)	56,791.00	113,583.00	11,665.32
		Cares Act Grant <i>Grant Income</i>	-	-	14,476.00	(14,476.00)	207,494.00	207,494.00	221,970.00
	8752	Fundraising <i>Fundraising Income</i>	1,000.00	1,500.00	2,081.78	(581.78)	581.78	2,081.78	-
I N C O M E									
							\$ 264,866.78		
B U D G E T	3300	Service Contracts	105,000.00	113,000.00	120,647.04	(7,647.04)	7,647.04	120,647.04	-
	6500	<i>Building and Improvements</i>	50,000.00	40,000.00	22,527.20	17,472.80	(7,647.04)	32,352.96	9,825.76
	4900	Communications	30,000.00	39,000.00	40,216.71	39,000.00	1,216.71	40,216.71	-
	5000	<i>Postage</i>	12,000.00	12,000.00	7,664.66	12,000.00	(1,216.71)	10,783.29	3,118.63
	6400	Waste Disposal	6,000.00	6,000.00	6,767.21	(767.21)	767.21	6,767.21	-
	6500	<i>Building and Improvements</i>	50,000.00	32,352.96	22,527.20	9,825.76	(767.21)	31,585.75	9,058.55
	6600	Machinery and Equipment	40,000.00	40,000.00	40,803.55	40,000.00	803.55	40,803.55	-
	6500	<i>Building and Improvements</i>	50,000.00	31,585.75	22,527.20	31,585.75	(803.55)	30,782.20	8,255.00
	8600	Software	55,000.00	55,000.00	80,322.03	(25,322.03)	25,322.03	80,322.03	-
	8800	<i>Books/Magazines/Video/Audio</i>	550,000.00	550,000.00	453,152.01	96,847.99	(25,322.03)	524,677.97	71,525.96
						\$ -			

# Director's Report January 2022

**Covid Rapid Test Distribution** – Public Services staff have been giving out hundreds of Covid tests. We usually give them all out the day we get them. Our last delivery of tests was Wednesday, 1/19/22.

**Evaluations and Feedback** – managers and employees have finished with the new evaluations and feedback. Each employee did a self-assessment, had feedback from colleagues and an evaluation from their manager. We are going over the data now and working on goals for the year.

**Cataloging Cake Pans** – The branch team has volunteered to make catalog records for each cake pan so patrons can put a hold on them. Right now patrons can't pick an individual pan to put a hold on—staff have to do it.

**New Signage** – We are getting new signage for our collections and for directional purposes. The project will be done in phases. The signs have been ordered for adult fiction and non-fiction. After Youth Services has finished genrefying their non-fiction collection we will do Youth Services and the branch. The last phase will be directional signage and maps.

**Delivery Service** – We have started doing delivery to other patrons besides homebound. They have to choose “delivery” as their pickup branch. We haven't advertised it yet, but we expect it will be very helpful to patrons who don't want to get out during the pandemic.

**More Lockers (and PPE Funds)** – We received over \$200,000 from CARES ACT funding from the state to reimburse us for the PPE equipment and supplies we bought in 2020 and 2021 and to purchase another set of holds lockers. The funds could be used to pay for a new chiller for the Benton facility and an air purifier for the HVAC system. The holds lockers will go in Benton. There may be another source of funding for the HVAC so we might wait to see how that turns out.

**Remodel Update** – We received the computer furniture for the teens and it looks great. It has the taller screens between the desks for health concerns. We also put taller screens at the existing computer desks in Benton. Somehow, I did not order the branch's taller screens for their computer lab so Library Interiors of Texas is ordering them now. More furniture will be arriving mid-January.

One of the furniture delivery trucks tried to jam his 12 ft. high truck under our 10 ft. 6 in. driveway portico and caused damage to our roof. The delivery company's insurance is supposed to fix the damage.

**In-Person Programs** – We're trying to be judicious with our in-person programs and the number of people in close quarters. January programs have been

made virtual. In February, some will be virtual, some will be after hours and some will require registration to keep numbers down.

### **Community Engagement Department**

One of the items we purchased with ARPA funds is equipment for a permanent storywalk. Kari has worked with the City of Benton to have them install the equipment in Sunset Park. The Youth Services Department will keep it filled with interesting stories from children's books, local writing contest winners, and other intriguing things.

# Circulation Year End Report

2021

## Saline County Library

Material Type	2019	2020	2021	Difference	%
<b>Adult</b>					
Books and audiobooks	116,668	57,969	59,994	2,025	3%
eBooks	78,839	104,341	109,687	5,346	5%
eAudiobooks	39,261	44,720	50,579	5,859	13%
eMagazines	993	3,212	4,667	1,455	45%
DVDs	122,456	35,336	32,605	(2,731)	-8%
Music	2,937	776	540	(236)	-30%
Videogames	8,440	2,880	3,322	442	15%
Boardgames	311	129	112	(17)	-13%
Library of Things	1,151	438	1,277	839	192%
Kanopy (streaming films)	724	3,661	6,416	2,755	75%
Freegal (streaming music & downloads)	7,446	16,080	13,736	(2,344)	-15%
Hoopla (downloadable books, movies & music)	0	3,395	9,230	5,835	172%
<b>Subtotal</b>	<b>379,226</b>	<b>272,937</b>	<b>292,165</b>	<b>19,228</b>	<b>7%</b>
<b>Children's &amp; Teen</b>					
Books and audiobooks	137,037	51,964	82,694	30,730	59%
<b>TOTAL</b>	<b>516,263</b>	<b>324,901</b>	<b>374,859</b>	<b>49,958</b>	<b>10%</b>

## Saline County Library

Material Type	2019	2020	2021	Difference
<b>Adult</b>				
Books and audiobooks	8,335	4,098	6,777	2,679
eBooks	6,179	10,183	8,772	(1,411)
eAudiobooks	3,465	3,745	4,092	347
eMagazines	210	254	443	189
DVDs	9,453	1,885	3,349	1,464
Music	275	59	63	4
Videogames	651	160	309	149
Boardgames	15	6	10	4
Library of Things	157	81	100	19
Kanopy (streaming films)	238	493	348	(145)
Freegal (streaming music & downloads)	880	1,234	1,403	169
Hoopla (downloadable books, movies & music)	0	543	853	310
<b>Subtotal</b>	<b>29,858</b>	<b>22,741</b>	<b>26,519</b>	<b>3,778</b>
<b>Children's &amp; Teen</b>				
Books	10,306	4,245	8,259	(6,061)
<b>Total</b>	<b>40,164</b>	<b>26,986</b>	<b>34,778</b>	<b>7,792</b>

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

## Saline County Library

Material Type	2019	2020	2021	Difference
<b>Adult</b>				
Books and audiobooks	7,554	3,706	5,347	1,641
eBooks	6,449	9,562	8,261	(1,301)
eAudiobooks	3,535	3,797	4,030	233
eMagazines	201	294	338	44
DVDs	9,204	1,718	3,418	1,700
Music	170	10	78	68
Videogames	570	145	267	122
Boardgames	21	15	22	7
Library of Things	33	66	112	46
Kanopy (streaming films)	164	344	371	27
Freegal (streaming music & downloads)	1,018	1,623	1,271	(352)
Hoopla (downloadable books, movies & music)	0	557	897	340
<b>Subtotal</b>	<b>28,919</b>	<b>21,837</b>	<b>24,412</b>	<b>2,575</b>
<b>Children's &amp; Teen</b>				
Books	5,427	3,856	6,891	3,035
<b>Total</b>	<b>34,346</b>	<b>25,693</b>	<b>31,303</b>	<b>5,610</b>

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

# **Library Management Team Report**

## **Branch**

### **January 2022**

#### **COVID Test Distribution**

The Branch staff have been working extremely hard with handing out COVID tests and serving our community. We are continuing to hand out tests, but so far, we've distributed 630 boxes, which equals 1,260 tests.

#### **Seed Library**

Anna has done a great job with the Seed Library. It started January 1<sup>st</sup> and there are already 107 patrons signed up with 72 of those being new members. There are 48 variety of seeds patrons can choose from. In two weeks, 535 seed packets have been picked up.

#### **Circulation Statistics**

In November, 2,742 patrons visited the library while in December, 2,775 patrons came into the library. For 2021, there were a total of 26,599 patron visits to the Branch.

#### **Staff Changes**

Bella Hopkins is our newest part-time Library Assistant. She transitioned from the Benton location. She is such a hard worker and we are grateful to have her!

Tamantha Misenheimer is our new Youth Services Librarian. She has a background in teaching, which has helped her tremendously in this role. Tamantha has already come up with outstanding ideas and programs.

Submitted by,  
Rebecca Kidder  
Branch Manager

**Library Management Team Report**  
**Building Operations Department**  
**January 2022**

**IT/Technology**

December was relatively quiet for the IT department and we spent it mainly keeping things running and fixing issues as they arose. As it was primarily the holiday season, we did not start any new projects.

**Maintenance**

Maintenance and Housekeeping were very busy. Billy Jack continued to work toward getting our parking lot lights fixed. We also had an incident where our awning in front of the building in Benton was damaged by the truck driver delivering some of our new furniture and Billy Jack has been assisting in the process of getting fixed. Billy Jack and Brittion also started doing the daily cleaning in Bryant and have really made things look good over there. The ultimate goal there was twofold: to see if it would be too much on each of their workloads and to see if we could begin to scale back Service Master. So far, while they have been doing a good job at keeping on top of things in both locations, I do feel that it is not an ideal long-term solution. A part-time housekeeper would alleviate this and ensure that the buildings have coverage whenever our doors are open.

Billy Jack and Brittion continue to do a wonderful job in maintaining the buildings and making them presentable and safe for patrons and staff.

Submitted by,  
Rob Walton  
Building Operations Manager



# **Library Management Team Report**

## **Community Engagement**

### **January 2022**

#### **Marketing**

We have completed the new website and finishing up our fixes with OCR to be as accessible as possible. Stirling (our website company) has been very supportive of this and we have no regrets on choosing them to design our site. The editing module of the site allows for Jordan and I to be able to make most changes ourselves without having to wait on another company or pay a support fee. This is very convenient!

Our new brand was introduced in December. "Rewrite Tradition" is our new tagline. This was created in the idea that we know libraries are held to certain traditional standards but we are breaking those standards and rewriting them! We are also encouraging our community to rewrite their traditions and the best place to start with that is at the library.

Before the end of the year, phase 1 of our signage project was started. Those signs have started production and will be installed by the end of February hopefully. Phase 1 includes shelf signage for Adult Nonfiction, New Books Area and Fiction. Phase 2 will include Bryant, Library of Things and Youth Services. Phase 3 will be directional signage and maps and both branches.

#### **Outreach**

Bella has been attending outreach at Friendship and other centers and reports they are going well. She often has Youth Services Librarian, Jordan S., go with her and they make a great team.

Our "Newborn cards" started in December and in two months we have issued over 20 cards. These cards will be issued as opportunity cards that can be upgraded to full access cards the first time the parent comes to the library.

Other projects currently in the works include a laundromat reading nook and storytime, working with boy scouts and/or school groups to have students build new book boxes, and legal services day for patrons.

Bella and Jordan start Leadership Saline County January 21<sup>st</sup>.

## Adult Programming

Our stats for 2021 are as follows:

Month	Number of Programs	Number of Attendance	
Jan	2	262	
Feb	11	2157	*included FB views
Mar	14	172	
Apr	12	79	
May	12	85	
June	15	277	
July	14	278	
Aug	8	119	
Sept	12	235	
Oct	11	127	
Nov	9	73	
Dec	7	130	
<b>Totals:</b>	<b>127</b>	<b>3994</b>	

We are definitely seeing an increase in engagement and awareness of adult programs. Our last in-person program for January before going virtual included 10 people and 1 parrot. Mason and I were unsure if we would have many in attendance because of the Covid numbers and that there was no extra promotion. Instead, we had a great turn out and many asked when we can do the Jackbox Game Night again. Pasta J's was our host and they have agreed to be our host in the future.

We are no longer having Yoga because of low numbers. Instead, Susie has started Tai Chi and we are seeing full registration. We will continue to monitor the attendance. Virtual programming is still holding steady but we are looking for ways to make it fresh. So far, we do not have many options for online platforms that do not require registration.

Our new calendar will hopefully go live in the next two weeks. Other things in the works include a West Memphis 3 Author Talk with guest Mara Leveritt and Jason Baldwin, Summer Reading programs, Free Legal Advice Day, Carpool Cinema Series, and Genealogy Conference.

Submitted by,

Kari Lapp  
Community Engagement Manager

# **Library Management Team Report**

## **Public Services**

**January 2022**

### **Statistics**

In November, computers were used 758 times for 486 hours, 49 minutes, 1665 questions were asked (325 computer questions, 593 general questions, 142 reference questions and 635 phone calls) and 7260 patrons visited, an average of 331 per day. In December, computers were used 691 times for 469 hours, 59 minutes, 1280 questions were asked (260 computer questions, 509 general questions, 97 reference questions and 414 phone calls) and 8473 patrons visited, an average of 368 a day. For the year, this gives us a total of 14073 questions asked and 65130 people inside the library.

### **Staff Changes**

We've only had one staff change since November, Joel Beck has been hired to replace Bella Hopkins who now works in Bryant. We're all still working hard for our patrons!

### **COVID Tests**

Beginning Tuesday, January 11, the library began giving away Rapid COVID Tests to the public which was stressful in the beginning, but staff handled it very well. Public Services (and other staff of course) dealt with a lot of the stress and constant phone calls with aplomb, especially during the first wave of giving the tests out. All of the tests we had were gone in a little less than three hours and staff handled it spectacularly. Most of the clamor has died down now, but I was very impressed with the level of professionalism displayed by my staff.

Submitted by,

Amanda Garrison, MLS  
Public Services Manager

**Library Management Team Report**  
**Youth Services Department**  
**January 2022**

**Christmas Programs**

In December, we received 172 letters to Santa. Dana and Becca sent replies to everyone who included a return address. We had 110 people at our special holiday and winter storytimes, as well as 61 at storytimes held at the Benton Farmers' Market. Dana and Jordan went to Hot Springs just before Christmas to help with the Cooper-Anthony Mercy Child Advocacy Center distribution event. CAMCAC provides a complete Christmas, gifts and food, to many of the children they serve throughout the year. Dana and Jordan ran a story station for the children attending the event.

**Springs Programs**

We have a full schedule of programs planned for spring, and registration numbers were good at the beginning of the month. Storytimes and teen programs had good numbers, and the new chess program at Bryant was full. We have cancelled in-person programming for the rest of January due to the current Covid-19 surge and are hoping to restart them in February. At this time, we are not planning to return to making take home kits unless programming is suspended for a longer period of time.

**New Staff**

Our department has welcomed two new staff members recently: Tamartha Misenheimer, Branch Youth Services Librarian – Teens and Gina Carrico, Part-Time Youth Services Assistant in Benton. Both are settling in well and are wonderful additions to our team. Dana Bloch became full time as a Youth Services Programmer in Benton in November. She has jumped right into programming and is doing a great job.

Submitted by,

Wendy Christy

Youth Services Manager