

# **AGENDA**

**Saline County Library Board of Trustees**  
**1/25/2021 | 3:30 pm**  
**Lower Level, 1800 Smithers, Benton, AR**  
**Microsoft Teams**

- I. Call to Order
- II. Announcements
- III. Minutes from the 11/16/2020 and 12/11/2020 board meetings
- IV. Financial Reports
  - a. Income and Expense Reports
  - b. Budget Modification Report
- V. Discussion Items
  - a. Friends of the Library Report - none
  - b. Director's Report
  - c. Library Management Team Reports
- VI. Old Business
  - a. Compensation Administration Policy Development
- VII. New Business
  - a. Bylaws Revision for Electronic Meetings
  - b. Resolution for Credit Card Changes
  - c. Staff Updates
  - d. Benefits Discussion with County HR Committee
- VIII. Adjourn

Next regular board meeting: 3/15/2021 at 3:30 p.m.

# **Board Meeting Minutes**

November 16, 2020

## Attendees:

Lindsay Jordan, Board Member  
Caroline Miller Robinson, Board Member  
Dustin Sanders, Board Chair  
Pat Bisbee, Quorum Court Liaison

Patty Hector, Director  
Erin Loy, HR Manager  
Brad Crumby, Financial Coordinator

## Excused:

Marian Douglas, Board Member

### I. Call to Order

Sanders called the meeting to order at 3:35 PM.

### II. Announcements

Hector shared that the Technology and Maintenance & Housekeeping departments have merged into Building Operations, headed by Rob Walton. As Technology Manager, Walton was already coordinating with maintenance staff and outside vendors on building and equipment inspections and maintenance.

### III. Minutes from the 9/21/2020 and 10/22/2020 board meetings

Miller Robinson moved to accept minutes from the 9/21/20 meeting as presented. Jordan seconded the motion, which passed unanimously.

Miller Robinson located an error in the minutes from the 10/22/20 meeting. A résumé, not a board member questionnaire, was received from Robin Freeman. Miller Robinson moved to accept minutes from the 10/22/20 meeting with the noted correction. Jordan seconded the motion, which passed unanimously.

### IV. Financial Reports

Errors were located on the financial reports. Interest income was not shown on standard report in accounting software resulting in its omission from the income reports presented. Other income and expenses reported were correct, but the budgeted line item amounts on the Income and Expense reports and the Budget Modifications weren't updated following the March 2020 budget revision.

Custom reports will be built to ensure all income and expenses are accurately reported. All financial reports will be re-run back to March 2020 and presented at next meeting.

- V. Discussion Items
- a. Director's Report  
*Included in packet.*
  - b. Library Management Team Reports  
*Reports for Bryant Branch, Library Manager, Marketing, Public Services, and Youth Services included in packet.*
- VI. Old Business
- a. Library Board Member Recommendation  
Board member questionnaire and résumé were received from Allison Nolley.  
  
Miller Robinson moved to invite Nolley to join the board. Jordan seconded the motion, which passed unanimously.
- VI. New Business
- a. Library Deletions  
Jordan moved to accept the list of deleted items as presented. Miller Robinson seconded the motion, which passed unanimously.
  - b. 2021 Budget  
Errors in financial reports discovered. Meeting paused from 4:35 to 4:53 PM to compare past and present financial reports. Reports will be re-run from March 2020 (see item IV. Financial Reports above).  
  
Board went into executive session from 5:14 PM to 5:31 PM.  
  
Sanders stated the proposed cost of living adjustment and raise options would be tabled until January meeting when corrected financial reports can be reviewed and remaining tax receipts for 2020 are in.
- VII. Sanders adjourned the meeting at 5:33 PM.

Submitted by,

Erin Loy  
HR Manager  
Board Secretary

# Special Board Meeting Minutes

December 11, 2020

## Attendees:

Marian Douglas, Board Member  
Lindsay Jordan, Board Member  
Caroline Miller Robinson, Board Member  
Dustin Sanders, Board Chair

Pat Bisbee, Quorum Court Liaison  
Patty Hector, Director  
Erin Loy, HR Manager  
Brad Crumby, Financial Coordinator

I. Call to Order  
Sanders called the meeting to order at 3:31 PM.

II. Announcements  
*No announcements.*

III. Discussion Items  
a. Director's Report  
*Included in packet.*

Hector also shared that staff learned at the second East End focus group that a new infrastructure with 750 new homes is planned and may affect the services needed by the library. This information will be used for strategic planning which is underway.

IV. Old Business  
a. Corrected 2020 Income Reports & Expense Reports  
Miller Robinson moved to accept the corrected income reports as presented. Douglas seconded the motion, which passed unanimously.

Jordan moved to accept the corrected expense reports. Douglas seconded the motion, which passed unanimously.

b. Corrected 2020 Budget Modifications  
Miller Robinson moved to accept the corrected budget modifications as presented. Jordan seconded the motion, which passed unanimously.

c. 2021 Draft Budget  
Board went into executive session from 3:59 to 4:24 PM.

Sanders shared that the board would like to adopt a 1.5% cost of living adjustment for 2021 and revisit the pay increases in the May/June time range when we there's a clearer picture of how COVID-19 will impact the budget.

Loy shared that as the Arkansas minimum wage will increase to \$11.00 as of 1/1/21, the lowest starting rate would need to increase by 3.5%. If the rest of the pay scale increases by 1.5%, the lowest pay grade will be compressed.

Sanders requested the pay scale issue be brought up in the January 2021 meeting for further discussion.

Miller Robinson moved to adopt a 1.5% cost of living adjustment for 2021. Douglas seconded the motion, which passed unanimously.

Miller Robinson moved to increase the pay of anyone under the new state minimum wage to \$11.00. Douglas seconded the motion, which passed unanimously.

Jordan moved to accept the 2021 Draft Budget with the 1.5% COLA. Miller Robinson seconded the motion, which passed unanimously.

V. New Business

a. Library Deletions

Douglas moved to accept the deletion list as presented. Miller Robinson seconded the motion, which passed unanimously.

b. Evaluation of Premium Pay Policy

Hector and Loy reported the premium pay policy has enabled staff who were serving as de factor manager to be compensated for that extra responsibility. Two additional staff have been added in the Saturday manager rotation making scheduling more equitable.

VI. Sanders adjourned the meeting at 4:33 PM.

Submitted by,

Erin Loy  
HR Manager  
Board Secretary

# Saline County Library

## Income Report

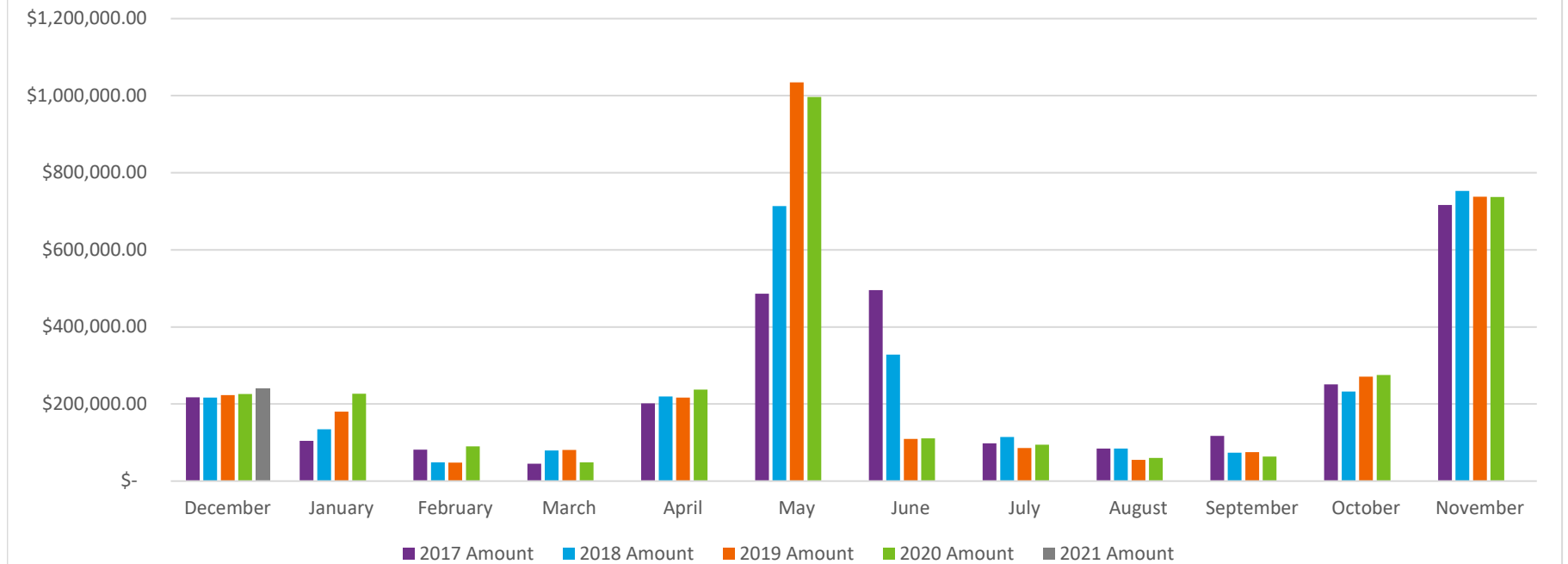
### January 1 - December 20, 2020

	<u>Total</u>
<b>Revenue</b>	
4150 Tax Receipts	3,167,386.38
4200 State Aid	112,031.80
4210 State Scholarship Money	5,400.00
4255 Advertising Income	5,003.55
4310 Book Sale	9,202.63
4330 Copies/Printing	6,426.92
4340 Damage	697.26
4350 Fines / Fees	5,051.27
4365 Fundraising	718.32
4370 Gifts/Memorials	166.75
4410 Interest Income	18,908.23
4420 Lost Item	1,062.27
4450 Out of County Card	30.00
4455 Passport Fee	12,385.00
4460 Refund	13,095.50
4470 Replacement Card	231.50
4490 Restitution	8,526.38
<b>Total Revenue</b>	<b>\$ 3,366,323.76</b>
<b>Gross Profit</b>	<b>\$ 3,366,323.76</b>
<b>Expenditures</b>	
<b>Total Expenditures</b>	
<b>Net Operating Revenue</b>	<b>\$ 3,366,323.76</b>
<b>Net Revenue</b>	<b>\$ 3,366,323.76</b>

Thursday, Jan 14, 2021

## TAX RECEIPTS

Date County Received	2017 Amount	2018 Amount	2019 Amount	2020 Amount	2021 Amount	Difference from
December	\$ 217,674.99	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 14,483.80
January	\$ 104,765.40	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53		
February	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15		
March	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20		
April	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35		
May	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34		
June	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95		
July	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02		
August	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71		
September	\$ 117,423.57	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38		
October	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88		
November	\$ 716,295.18	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81		
	\$ 2,898,190.99	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 240,643.86	\$ 14,483.80



# Saline County Library

## Expenses: Budget vs. Actuals

January - December 2020

	Actual	Budget	Remaining	% Remaining
Revenue				
Total Revenue			\$ 0.00	
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures				
6560 Payroll Expenses	1,594,487.04	1,666,797.59	72,310.55	4.34%
6600 Benefits			0.00	
0600 Social Security Matching	113,316.92	127,000.00	13,683.08	10.77%
0800 Noncontributory Retirement	239,574.28	246,000.00	6,425.72	2.61%
0900 Insurance Benefits	187,128.83	228,000.00	40,871.17	17.93%
1000 Worker's Compensation	4,096.00	6,000.00	1,904.00	31.73%
1100 Unemployment	1,648.69	5,000.00	3,351.31	67.03%
1200 Other Fringe Benefits	567.00	1,000.00	433.00	43.30%
Total 6600 Benefits	\$ 546,331.72	\$ 613,000.00	\$ 66,668.28	10.88%
6700 Supplies			0.00	
1600 Printing	5,098.76	10,000.00	4,901.24	49.01%
3300 Service Contracts	109,006.78	100,000.00	-9,006.78	-9.01%
67-1700 General Office Supplies	4,818.81	27,458.71	22,639.90	82.45%
67-2000 Janitorial Supplies	8,344.33	11,169.00	2,824.67	25.29%
Total 6700 Supplies	\$ 127,268.68	\$ 148,627.71	\$ 21,359.03	14.37%
68-5000 Postage	7,625.05	12,000.00	4,374.95	36.46%
6800 Professional Services			0.00	
68-4800 Other Professional Services	7,420.07	15,000.00	7,579.93	50.53%
Total 6800 Professional Services	\$ 7,420.07	\$ 15,000.00	\$ 7,579.93	50.53%
6900 Communications			0.00	
69-4900 Telephone/Internet	27,202.49	30,000.00	2,797.51	9.33%
Total 6900 Communications	\$ 27,202.49	\$ 30,000.00	\$ 2,797.51	9.33%
7000 Transportation			0.00	
70-2500 Fuel for Library Vehicle Use	941.90	3,500.00	2,558.10	73.09%
70-5200 Fuel for Personal Vehicle Use	485.15	1,106.15	621.00	56.14%
70-5300 Airline and Rental Car	849.41	7,000.00	6,150.59	87.87%
Total 7000 Transportation	\$ 2,276.46	\$ 11,606.15	\$ 9,329.69	80.39%
7050 Advertising			0.00	
5500 Advertising	21,449.87	28,356.61	6,906.74	24.36%
Total 7050 Advertising	\$ 21,449.87	\$ 28,356.61	\$ 6,906.74	24.36%
7100 Insurance			0.00	
71-5800 Fire and Extended Coverage	12,435.00	15,000.00	2,565.00	17.10%
71-5900 Vehicle Insurance	2,607.54	4,000.00	1,392.46	34.81%
Total 7100 Insurance	\$ 15,042.54	\$ 19,000.00	\$ 3,957.46	20.83%
72-6000 Utilities			0.00	
6100 Electricity	69,514.74	75,600.00	6,085.26	8.05%
6200 Gas	11,836.38	15,000.00	3,163.62	21.09%

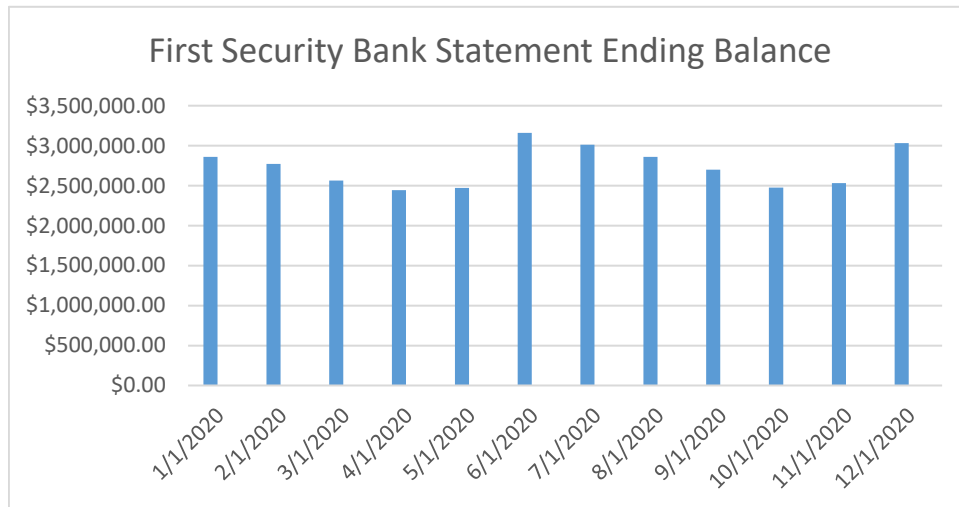


6300 Water	2,358.03	5,000.00	2,641.97	52.84%
6400 Waste Disposal	4,990.93	6,000.00	1,009.07	16.82%
<b>Total 72-6000 Utilities</b>	<b>\$ 88,700.08</b>	<b>\$ 101,600.00</b>	<b>\$ 12,899.92</b>	<b>12.70%</b>
7300 Repairs and Maintenance			0.00	
73-6500 Building and Improvements	10,178.26	50,000.00	39,821.74	79.64%
73-6600 Machinery and Equipment	6,591.09	40,000.00	33,408.91	83.52%
<b>Total 7300 Repairs and Maintenance</b>	<b>\$ 16,769.35</b>	<b>\$ 90,000.00</b>	<b>\$ 73,230.65</b>	<b>81.37%</b>
7400 Miscellaneous			0.00	
74-7300 Dues and Memberships	2,354.00	5,000.00	2,646.00	52.92%
7900 Meals and Lodging	2,515.36	7,500.00	4,984.64	66.46%
8200 Refund	5,445.82	7,400.00	1,954.18	26.41%
8600 Software	70,597.85	69,187.00	-1,410.85	-2.04%
<b>Total 7400 Miscellaneous</b>	<b>\$ 80,913.03</b>	<b>\$ 89,087.00</b>	<b>\$ 8,173.97</b>	<b>9.18%</b>
8500-1 All Programming	13,376.48	71,132.97	57,756.49	81.20%
8700 Staff Development	7,016.68	10,000.00	2,983.32	29.83%
8752 Fundraising Expenses	889.21	19,711.78	18,822.57	95.49%
8800 Books/Magazines/Video/Audio	373,943.99	550,000.00	176,056.01	32.01%
G2019 Grant 2019	0.00	9,085.56	9,085.56	100.00%
<b>Total Expenditures</b>	<b>\$ 2,930,712.74</b>	<b>\$ 3,485,005.37</b>	<b>\$ 554,292.63</b>	<b>15.91%</b>
<b>Net Operating Revenue</b>	<b>-\$ 2,930,712.74</b>	<b>-\$ 3,485,005.37</b>	<b>-\$ 554,292.63</b>	<b>15.91%</b>
Other Expenditures				
9100 Building and Furnishings	97,795.29	166,000.00	68,204.71	41.09%
9300 Machinery and Equipment	33,447.01	40,021.65	6,574.64	16.43%
<b>Total Other Expenditures</b>	<b>\$ 131,242.30</b>	<b>\$ 206,021.65</b>	<b>\$ 74,779.35</b>	<b>36.30%</b>
<b>Net Other Revenue</b>	<b>-\$ 131,242.30</b>	<b>-\$ 206,021.65</b>	<b>-\$ 74,779.35</b>	<b>36.30%</b>
<b>Net Revenue</b>	<b>-\$ 3,061,955.04</b>	<b>-\$ 3,691,027.02</b>	<b>-\$ 629,071.98</b>	<b>17.04%</b>

Thursday, Jan 14, 2021

## First Security Bank Statement Ending Balance

1/31/2020	\$2,857,935.75
2/29/2020	\$2,771,060.35
3/31/2020	\$2,565,026.80
4/30/2020	\$2,442,051.82
5/29/2020	\$2,471,298.11
6/30/2020	\$3,161,030.80
7/31/2020	\$3,011,002.21
8/31/2020	\$2,859,515.24
9/30/2020	\$2,698,047.68
10/31/2020	\$2,475,753.77
11/30/2020	\$2,530,189.43
12/31/2020	\$3,033,035.23



# **Director's Report**

## **January 2021**

### **Arkansas Digital Library Consortium**

I'm chairing a committee for the ADLC to manage the digital magazines that Overdrive acquired last year. Many of the titles are foreign or not of interest to our patrons. The magazines have been free this first year, but Overdrive is going to charge \$40,000 to keep them. We will be looking at funding sources and also investigating other magazine resources. The magazines are very popular with our patrons.

### **Library Development District III**

At our last meeting one of the municipal library directors informed us that she was told municipal and county library staff are eligible to get a Covid-19 vaccine as part of the 1B group, Christy Peterson confirmed this for us although she has no idea when 1B will be able to get the vaccine or how it is going to work.

### **Office of Civil Rights Investigation**

The OCR is finally following up on the investigation of our webpage and programs' ADA compatibility from two years ago. We have no specifics, but they have asked to meet with us to discuss it. We've worked hard to be compliant since we feel that it is vital that our resources are available to all. I will be glad to finally hear where the problems are so that we can fix them.

### **Annual Statistics**

Included in the board packet are the annual statistics. I honestly expected our circulation to be even lower. I've heard other library directors say their circ is down 50%. Ours is 37% overall. We did add a lot of digital content in the months before the pandemic which really helped our stats. 2020 was the year that our patrons fully embraced ebooks and streaming.

### **Remote Lockers**

The lockers have been ordered. Should arrive in February. We didn't get the location we originally wanted for them at Edwards Food Giant. We are currently looking for a new partner to work with.

Patty Hector  
Library Director

## Circulation Year End Report

2020

## Saline County Library

Material Type	2019	2020	Difference	%
<b>Adult</b>				
Books	116,668	57,969	58,699	-50%
eBooks	78,839	104,341	25,502	32%
eAudiobooks	39,261	44,720	5,459	14%
eMagazines	993	3,212	2,219	223%
DVDs	122,456	35,336	87,120	-71%
Music	2,937	776	2,161	-74%
Videogames	8,440	2,880	5,560	-66%
Boardgames	311	129	182	-59%
Library of Things (equipment, hot spots, cakepans, etc)	1,156	438	718	-62%
Kanopy (streaming films)	724	3,661	2,937	406%
Freegal (streaming music)	7,446	16,080	8,634	116%
Hoopla (downloadable books, movies & music)		3,395	3,395	
<b>Subtotal</b>	<b>379,231</b>	<b>272,937</b>	<b>106,294</b>	<b>-28%</b>
<b>Children's &amp; Teen</b>				
Books	137,037	51,964	85,073	-62%
<b>Total</b>	<b>516,268</b>	<b>324,901</b>	<b>191,367</b>	<b>-37%</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	Difference
<b>Adult</b>			
Books	10,302	15,027	4,725
eBooks	6,533	7,198	665
eAudiobooks	3,062	3,937	875
eMagazines		326	326
DVDs	9,778	9,638	140
Music	257	267	10
Videogames	526	872	346
Boardgames	29	18	11
Library of Things (equipment, hot spots, cakepans, etc)	42	31	11
Kanopy (streaming films)		141	141
Freegal (streaming music)		1,444	1,444
<b>Subtotal</b>	<b>30,529</b>	<b>38,899</b>	<b>8,370</b>
<b>Children's &amp; Teen</b>			
Books	10,438	9,593	845
<b>Total</b>	<b>40,967</b>	<b>48,492</b>	<b>7,525</b>

Kanopy was added in September 2019

Freegal was added in May 2019

# Saline County Library

Material Type	2019	2020	Difference
<b>Adult</b>			
Books	9,277	8,940	337
eBooks	5,893	6,619	726
eAudiobooks	2,721	3,569	848
eMagazines		245	245
DVDs	9,053	7,850	1,203
Music	234	203	31
Videogames	516	616	100
Boardgames	60	21	39
Library of Things (equipment, hot spots, cakepans, etc)	14	40	26
Kanopy (streaming films)		287	287
Freegal (streaming music)		1,142	1,142
<b>Subtotal</b>	<b>27,768</b>	<b>29,532</b>	<b>1,764</b>
<b>Children's &amp; Teen</b>			
Books	9,705	9,744	39
<b>Total</b>	<b>37,473</b>	<b>39,276</b>	<b>1,803</b>

Kanopy was added in September 2019

Freegal was added in May 2019

# Saline County Library

Material Type	2019	2020	Difference
<b>Adult</b>			
Books	9,747	5,401	4,346
eBooks	6,565	7,740	1,175
eAudiobooks	3,090	3,365	275
eMagazines		376	376
DVDs	9,617	4,975	4,642
Music	306	87	219
Videogames	640	379	261
Boardgames	25	6	19
Library of Things (equipment, hot spots, cakepans, etc)	71	40	31
Kanopy (streaming films)		368	368
Freegal (streaming music)		1,261	1,261
Hoopla (downloadable books, movies & music)		218	218
<b>Subtotal</b>	<b>30,061</b>	<b>24,216</b>	<b>5,845</b>
<b>Children's &amp; Teen</b>			
Books	10,710	6,120	4,590
<b>Total</b>	<b>40,771</b>	<b>30,336</b>	<b>10,435</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	Difference
<b>Adult</b>			
Books	9,755	49	9,706
eBooks	6,159	8,241	2,082
eAudiobooks	2,975	3,312	337
eMagazines		185	185
DVDs	9,263	123	9,140
Music	276	1	275
Videogames	635	2	633
Boardgames	26	0	26
Library of Things (equipment, hot spots, cakepans, etc)	86	2	84
Kanopy (streaming films)		379	379
Freegal (streaming music)		1,051	1,051
Hoopla (downloadable books, movies & music)		291	291
<b>Subtotal</b>	<b>29,175</b>	<b>13,636</b>	<b>15,539</b>
<b>Children's &amp; Teen</b>			
Books	10,333	106	10,227
<b>Total</b>	<b>39,508</b>	<b>13,742</b>	<b>25,766</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	Difference
<b>Adult</b>			
Books	10,097	1,830	8,267
eBooks	6,727	7,960	1,233
eAudiobooks	3,037	3,546	509
eMagazines		249	249
DVDs	10,045	980	9,065
Music	233	34	199
Videogames	738	61	677
Boardgames	17	13	4
Library of Things (equipment, hot spots, cakepans, etc)	97	5	92
Kanopy (streaming films)		389	389
Freegal (streaming music)	552	846	294
Hoopla (downloadable books, movies & music)		231	231
<b>Subtotal</b>	<b>31,543</b>	<b>16,144</b>	<b>15,399</b>
<b>Children's &amp; Teen</b>			
Books	11,710	1,659	10,051
<b>Total</b>	<b>43,253</b>	<b>17,803</b>	<b>25,450</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	Difference
<b>Adult</b>			
Books	10,694	3,280	7,414
eBooks	6,694	7,662	968
eAudiobooks	3,300	3,409	109
eMagazines	0	255	255
DVDs	11,487	1,652	9,835
Music	203	24	179
Videogames	1,002	160	842
Boardgames	25	20	5
Library of Things (equipment, hot spots, cakepans, etc)	79	28	51
Kanopy (streaming films)	0	207	207
Freegal (streaming music)	1,934	1,609	325
Hoopla (downloadable books, movies & music)	0	274	274
<b>Subtotal</b>	<b>35,418</b>	<b>18,580</b>	<b>16,838</b>
<b>Children's &amp; Teen</b>			
Books	17,843	2,860	14,983
<b>Total</b>	<b>53,261</b>	<b>21,440</b>	<b>31,821</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	Difference
<b>Adult</b>			
Books	11,414	2,680	8,734
eBooks	7,235	8,025	790
eAudiobooks	3,352	3,826	474
eMagazines		282	282
DVDs	12,903	1,115	11,788
Music	283	13	270
Videogames	1,024	76	948
Boardgames	30	4	26
Library of Things (equipment, hot spots, cakepans, etc)	84	26	58
Kanopy (streaming films)	0	163	163
Freegal (streaming music)	1,086	1,673	587
Hoopla (downloadable books, movies & music)	0	277	277
<b>Subtotal</b>	<b>37,411</b>	<b>18,160</b>	<b>19,251</b>
<b>Children's &amp; Teen</b>			
Books	16,314	1,559	14,755
<b>Total</b>	<b>53,725</b>	<b>19,719</b>	<b>34,006</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	Difference
<b>Adult</b>			
Books	10,471	3,799	6,672
eBooks	7,044	8,063	1,019
eAudiobooks	3,557	3,639	82
eMagazines		224	224
DVDs	11,255	1,757	9,498
Music	157	34	123
Videogames	821	135	686
Boardgames	30	9	21
Library of Things (equipment, hot spots, cakepans, etc)	91	42	49
Kanopy (streaming films)		262	262
Freegal (streaming music & downloads)	542	1,444	902
Hoopla (downloadable books, movies & music)		277	277
<b>Subtotal</b>	<b>33,968</b>	<b>19,685</b>	<b>14,283</b>
<b>Children's &amp; Teen</b>			
Books	12,116	3,973	8,143
<b>Total</b>	<b>46,084</b>	<b>23,658</b>	<b>22,426</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	Difference
<b>Adult</b>			
Books	9,208	4,530	4,678
eBooks	6,644	11,890	5,246
eAudiobooks	3,516	4,388	872
eMagazines	295	225	70
DVDs	9,582	1,786	7,796
Music	284	19	265
Videogames	647	113	534
Boardgames	16	6	10
Library of Things (equipment, hot spots, cakepans, etc)	89	28	61
Kanopy (streaming films)	137	328	191
Freegal (streaming music)	542	1,240	698
Hoopla (downloadable books, movies & music)		332	332
<b>Subtotal</b>	<b>30,960</b>	<b>24,885</b>	<b>6,075</b>
<b>Children's &amp; Teen</b>			
Books	10,608	3,763	6,845
<b>Total</b>	<b>41,568</b>	<b>28,648</b>	<b>12,920</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	Difference
<b>Adult</b>			
Books	9,814	4,629	5,185
eBooks	6,717	11,198	4,481
eAudiobooks	3,651	4,187	536
eMagazines	287	297	10
DVDs	10,816	1,857	8,959
Music	259	25	234
Videogames	670	161	509
Boardgames	17	11	6
Library of Things (equipment, hot spots, cakepans, etc)	313	49	264
Kanopy (streaming films)	185	300	115
Freegal (streaming music)	892	1,513	621
Hoopla (downloadable books, movies & music)		395	395
<b>Subtotal</b>	<b>33,621</b>	<b>24,622</b>	<b>8,999</b>
<b>Children's &amp; Teen</b>			
Books	11,527	4,486	7,041
<b>Total</b>	<b>45,148</b>	<b>29,108</b>	<b>16,040</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	Difference
<b>Adult</b>			
Books	8,335	4,098	4,237
eBooks	6,179	10,183	4,004
eAudiobooks	3,465	3,745	280
eMagazines	210	254	44
DVDs	9,453	1,885	7,568
Music	275	59	216
Videogames	651	160	491
Boardgames	15	6	9
Library of Things (equipment, hot spots, cakepans, etc)	157	81	76
Kanopy (streaming films)	238	493	255
Freegal (streaming music)	880	1,234	354
Hoopla (downloadable books, movies & music)		543	543
<b>Subtotal</b>	29,858	22,741	7,117
<b>Children's &amp; Teen</b>			
Books	10,306	4,245	6,061
<b>Total</b>	40,164	26,986	13,178

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	Difference
<b>Adult</b>			
Books	7,554	3,706	3,848
eBooks	6,449	9,562	3,113
eAudiobooks	3,535	3,797	262
eMagazines	201	294	93
DVDs	9,204	1,718	7,486
Music	170	10	160
Videogames	570	145	425
Boardgames	21	15	6
Library of Things (equipment, hot spots, cakepans, etc)	33	66	33
Kanopy (streaming films)	164	344	180
Freegal (streaming music)	1,018	1,623	605
Hoopla (downloadable books, movies & music)		557	557
<b>Subtotal</b>	<b>28,919</b>	<b>21,837</b>	<b>7,082</b>
<b>Children's &amp; Teen</b>			
Books	5,427	3,856	1,571
<b>Total</b>	<b>34,346</b>	<b>25,693</b>	<b>8,653</b>

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019



## Saline County Public Library

### Overdrive eBook/eAudiobook/eMagazine Checkouts 2020

Branch	Checkouts
Bauxite School District 14	843
Harmony Grove School District 1	1,620
Benton School District 8	5,776
Bryant School District 25	7,894
Saline County Public Library	136,140

## Overdrive eBook/eAudiobook/eMagazine Checkouts 2020

Branch	Checkouts
Saline County Public Library	152,273
Craighead County Jonesboro Public Library	131,673
Faulkner Van Buren Regional Library System	117,390
Instant Digital Card Users	73,184
White County Regional Library System	68,267
Garland County Library	57,918
William F. Laman Public Library	50,989
Lonoke County Library System	43,527
Independence County Library	33,023
Southeast Arkansas Regional Library	20,149
Pine Bluff Jefferson County Library System	18,664
Union County Public Library System - Barton Library	13,268
Clark County Library	13,098
Greene County Public Library	12,980
Cleburne County Library	12,188
Lawrence County Library	11,543
Mississippi County Library System	10,480
Columbia County Library	9,834
Malvern-Hot Spring County Library	9,477
Crittenden County Library	8,850
Greenbrier Branch Library	8,808
Ash Flat Library	7,807
Conway County Library	7,765
Pea Ridge	6,722
Crossett Public Library	6,289
Ashley County Library	6,041
Vilonia Branch Library	5,742
East Central Arkansas Regional Library	5,558
West Memphis Public Library	5,549
W.A.Billingsley/Jackson County Library	5,103
Randolph County Library	5,019
Mayflower Branch Library	4,063
Public Library Of Camden & Ouachita County	3,608

Grant County Library	3,315
White Hall School District 27	2,865
Fairfield Bay Library	2,669
Northeast Arkansas Regional Library	2,464
Cleveland County Library	2,417
Forrest City Public Library	2,056
Calhoun County Library	2,051
Piggott Public Library	1,930
Montgomery County Library	1,901
Damascus Public Library	1,882
Dallas County Library	1,538
Pea Ridge School District 109	1,441
Polk County Library	1,379
Rector Public Library	1,275
Paragould School District	1,251
Greene Co Tech School District	1,078
Prescott/Nevada County Library	952
Pocahontas School District	661
Cabot School District 4	636
Wynne School District 9	596
Ouachita River School District 30	441
Melbourne School District	230
Batesville School District	216
Drew Central School District 5	188
Ouachita School District	187
Hamburg School District	102
Ouachita Mountains Regional Library	102
McGehee School District	101
Mid Arkansas Regional Library	96
Highland School District	91
Sloan-Hendrix School District	86
Lonoke School District	81
Malvern School District	53
Watson Chapel School District 24	31
Cossatot River School District	31
Twin Groves Branch Library	22
Palestine-Wheatley School District	18



**Library Management Team Report**  
**Building Operations Department**  
**January 2020**

IT/Technology: The main goal for IT leading up to the holidays was to prepare everyone to be able to work from home if the need arose. As a result, we were fully prepared to meet the needs of any staff that are working from home, while maintaining the on-site network and equipment. We are also working consistently to improve the services that can be provided to patrons during our limited opening while keeping an eye on the future when we are fully open again.

Maintenance: The Maintenance staff have been hard at work ensuring that the buildings are clean and functioning properly. We had an issue with a valve in the men's upstairs restroom that had caused a leak. Our maintenance staff handled it quickly and were able to get someone in to fix it before any sustained damaged could be done. There have been no other significant issues. Housekeeping has done a fantastic job at making sure the spaces are all clean and that the temporary computer labs at each branch are safe and suitable for patron use.

Lastly, I am sad to announce that, after 15 years of outstanding service, Billy Osbourne will be retiring at the end of January.

Submitted by,  
Rob Walton  
Building Operations Manager

**Library Management Team Report**  
**Bryant Branch**  
**January 2021**

- While we, and some patrons, are missing the availability of browsing, we are thankful for the precautions that are being taken to keep staff and patrons safe. Patrons have been understanding of the restrictions and are gladly utilizing the available resources.
- The Curbside Click & Go function is becoming more widely used by patrons. I think more patrons are beginning to utilize the Click & Go function in email hold notifications. Julie Syler did a great job integrating that function into the holds notifications for easier patron use.
- Bella Cusimano is in charge of maintaining the hotspot collection. She has ordered 10 new devices from Mobile Beacon (which is powered by Sprint) – five will circulate for patrons and five will be for staff use. She has also been working on inventorying all devices – Sprint, AT&T, and Verizon – to make sure everything is in good working order.
- Anna Wagnon has been diligently working on the genreification of the Adult Nonfiction collection so that it matches the new classification system that was implemented at the end of the summer 2020. There are a total of 20 headings and subheadings for each of those. As of this typing, there are only nine headings left to complete the Bryant adult nonfiction.
- Anna Wagnon and Rachel Wallace have completed the seed library for the branch! January's selection of seeds are ready to go, and they are awaiting more seed packets to complete February's. Since we had to transition to strictly curbside, we are hoping to launch the seed library using curbside checkout. They are working on the logistics for how to coordinate the checkouts. January's seed packets will be good to use in February as well.

Submitted by,  
Leigh Espey  
Branch Manager

# **Library Management Team Report**

## **Community Engagement Department**

### **January 2021**

Greetings.

Happy New Year to each of you. The Community Engagement Department has been working away to continue to serve our wonderful patrons here in Saline County. All Community Engagement Department staff are participating in professional development coursework from Library Juice Academy offered thru the Arkansas State Library. Library Juice Academy offers 4 week courses facilitated by librarians from all over on a variety of topics. We thank our State Library for providing this opportunity for all libraries.

Our Community Librarian, Alissa Turner, has started getting the ball rolling and beginning conversations for our annual Genealogy Conference. Due to COVID, we are hoping to pivot a bit to appeal to a wider range by potentially partnering with our Mid-Ark Libraries since we will be utilizing social media as our platform. The Genealogy Conference in 2020 was well received with the expertise of Mark Lowe. We are hoping to get Constance Knox of Genealogy TV to be our speaker in mid-March. <https://www.apgen.org/users/constance-knox>

A few community service projects that were taken on was the Warm Wishes Drive and Adopt-a Senior during the Holiday season. Thanks to generous contributions of local community knitters, knitting groups, and staff, we were able to provide approximately 375 hats, scarves, and gloves to those in need in our community in Benton and Bryant. Big thanks to the generous donations of our Saline County Library Staff for providing funding to sponsor a local nursing home facility hit hard by COVID. Due to staff generosity, we were able to provide 60 residents drinks, snacks, and goodies for their Christmas party.

Becky Fischer spent most of 2020 serving on the Arkansas Library Association's Bylaws Committee. The committee recently finished up their work, and have updated the organizations Bylaws.

<https://www.arlib.org/resources/Documents/ArLABylaws2020.pdf>

With the onboarding of our 2 new Adult Programmers, we decided that it would be great to have a Programming Guide. This was a process that garnered input from all programmers in both Youth Services and Community Engagement Departments. We borrowed the model from another library and transformed the content to suit our library. Because of this joint endeavor, in March, our

Youth Services Manager, Sarah Beth Lesko, and Adult Programmer, Brittany Carter, will be jointly presenting our guide at a State Library Workshop designed for librarians across the state of Arkansas.

Due to circumstances beyond our control, this year, the library will not be hosting VITA tax preparation services in the library. The library will assist in terms of getting information out to patrons as to how they can utilize VITA's drop off service in Benton this year. We recently had our first successful blood drive, with 18 units of blood being collected in a time where the need for blood donations are vital. Our next blood drive will be in April in Bryant.

Our programming has pivoted a bit to focus on quality programming over quantity programming in 2021. Our Adult Programmer, Mason Newberry along with Brian Roberson have created the Broadway Movie Club as a new and fun way to reach our patrons. Trivia, Game Show Nights, and Table Talk continue to be patron favorites. Due to the popularity of Holiday Bingo, we will host Bingo via Facebook the 2<sup>nd</sup> Tuesday evening of every month. Recently, a survey was sent to our patrons regarding Adult Virtual Programming & Customer Service Satisfaction. We will analyze these results to meet the needs of our patrons for future programming. In the fall, there were 289 kits prepared for adults, and all but a very few were taken.

Below are a few stats from Facebook Virtual programming stats compiled by our Marketing Coordinator, Jordan Reynolds.

## Adult Video Stats

	Engagement	Views	Reach
<b>Fix It 9/4</b>	19	245	931
<b>Table Talk 9/4</b>	55	995	2600
<b>Cooking 9/5</b>	4	167	781
<b>Jamilla Counts 9/9</b>	14	258	1000
<b>Fix It 9/11</b>	13	213	794
<b>Taekwondo 9/11</b>	18	285	903
<b>Food and Drink Trivia 9/11</b>	184	693	1900
<b>Stamping 9/12</b>	0	150	517
<b>Cooking 9/12</b>	15	213	855
<b>DIY 9/14</b>	208	7	773
<b>AJ the Musician 9/14</b>	235	12	855
<b>Upholstery 9/16</b>	817	58	1500
<b>Table Talk 9/18</b>	654	54	1700
<b>Cooking 9/19</b>	709	166	2000



<b>Fix It 9/25</b>	95	8	547
<b>Game Show 9/25</b>	381	225	1100
<b>Cooking 9/26</b>	2	85	440
<b>DIY 9/26</b>	16	176	630
<b>Fix It 9/27</b>	1	116	469
<b>DIY 9/28</b>	10	184	668
<b>Table Talk 10/2</b>	41	336	890
<b>Cooking 10/3</b>	18	168	685
<b>DIY 10/5</b>	24	188	788
<b>AJ the Musician 10/6</b>	4	92	431
<b>Halloween Trivia 10/9</b>	95	286	721
<b>Scrapbooking 10/10</b>	18	231	681
<b>Cooking 10/10</b>	7	114	436
<b>DIY 10/12</b>	9	117	478
<b>Cooking with Cheryl 10/12</b>	52	744	1600
<b>Author Visit 10/15</b>	0	88	384
<b>Costume Closet 10/16</b>	183	628	1200
<b>Cooking 10/17</b>	5	138	533
<b>DIY 10/19</b>	13	154	645
<b>Homebrewing 10/21</b>	9	194	499
<b>Homebrewing Live 10/22</b>	47	435	1200
<b>Game Show 10/23</b>	116	224	754
<b>Cooking 10/24</b>	4	90	430
<b>Costume Closet 10/24</b>	104	346	737
<b>DIY 10/26</b>	8	58	230
<b>Jazz 10/29</b>	33	246	561
<b>Cooking 10/31</b>	4	65	316
<b>DIY 11/2</b>	12	159	527
<b>Table Talk 11/6</b>	20	348	847
<b>Cooking 11/7</b>	7	149	608
<b>DIY 11/9</b>	22	210	714
<b>Cooking with Cheryl 11/9</b>	22	394	721
<b>AJ the Musician 11/10</b>	6	81	283
<b>Author Visit 11/12</b>	3	100	323
<b>Thanksgiving Trivia 11/13</b>	121	245	513
<b>Scrapbooking 11/14</b>	11	236	826
<b>Cooking 11/14</b>	16	340	1100
<b>DIY 11/16</b>	17	178	649
<b>Upholstery 11/16</b>	8	78	153
<b>Bingo 11/17</b>	103	310	754
<b>Abraham Lincoln 11/18</b>	2	21	58
<b>Table Talk 11/20</b>	18	272	661
<b>Cooking 11/21</b>	4	20	85
<b>DIY 11/23</b>	9	94	270

<b>AR State Parks 11/23</b>	7	68	194
<b>Bingo 11/24</b>	75	182	503
<b>Cooking 11/28</b>	2	18	81
<b>DIY 11/30</b>	7	128	430
<b>AR Backstories 11/30</b>	10	127	263
<b>Bingo 12/1</b>	85	202	525
<b>Table Talk 12/4</b>	17	491	982
<b>Cooking 12/5</b>	45	211	375
<b>DIY 12/7</b>	13	136	457
<b>AJ the Musician 12/8</b>	6	81	293
<b>Christmas Trivia 12/10</b>	337	405	951
<b>Stamping 12/12</b>	0	17	63
<b>Cooking 12/12</b>	1	20	70
<b>DIY 12/14</b>	4	88	264
<b>Cooking with Cheryl 12/14</b>	6	328	658
<b>Bingo 12/15</b>	54	289	756
<b>Game Show 12/17</b>	165	272	763
<b>Table Talk 12/18</b>	83	431	942
<b>Cooking 12/19</b>	2	20	67
<b>DIY 12/21</b>	9	119	417
<b>Bingo 12/22</b>	30	162	256

Submitted by,  
Janine D. Jamison-Miller  
Library Manager

**Library Management Team Report**  
**Library Manager Report**  
**January 2021**

Greetings.

Happy New Year to each of you. In the capacity of Library Manager, I have been working away at finding different techniques, strategies, and approaches to working as we continue to move forward in this pandemic.

I have participated in several Continuing Education opportunities on The Art of Delegation, Serving the Public & Self Care, as well as uploading presenter information from September's Association of Rural and Small Libraries virtual conference to be shared with staff throughout 2021.

Wendy Christy and myself have continued to serve on the Arkansas State Library Youth Services Committee, as we work collectively together to find pathways to provide librarians across the state of Arkansas access to the annual workshop historically held in Ferndale thru a virtual space. That workshop will be held on Friday, March 12, 2021 with Jarrett Krosoczka as the keynote speaker. <http://www.studioijk.com/>

We thank the Arkansas State Library for recently providing books by Pulitzer Prize winning poet, Jericho Brown. The State Library will be hosting a program that will be facilitated by Jo McDougal, Poet Laureate of Arkansas. More information can be found here, as well as registration:

<https://www.library.arkansas.gov/events/in-conversation-with-pulitzer-prize-winner-jericho-brown/>

Patty and I recently attended LDD3 Meetings, and conversations are underway with UAMS Library to provide information for our patrons thru curbside to help educate them on the vaccine. I was recently selected to serve on the Arkansas Library Association Nominations Committee and Membership Committee. The time commitment is nominal, but a wonderful opportunity to highlight the work and contributions of many great librarians.

Looking forward to continued meetings with ALL-In Leadership, resuming Leadership Saline County picking up where we stopped in March 2020, collaborating with LDD3 librarians, Mid-Ark librarians, and many more.

I would like to thank Public Services Manager, Rebecca Kidder, and Youth Services Manager, Sarah Beth Lesko for their continued hard work and flexibility in managing their respective departments. We continue to meet on a weekly basis either thru one on ones or Community Engagement Department meetings. Big thanks to the heart of our library, our staff. Looking forward to 2021.

Submitted by,  
Janine D. Jamison-Miller  
Library Manager

# **Library Management Team Report**

## **Marketing**

### **January 2020**

#### Friends Holiday Gift Bags

In December since our Friends had limited abilities to do a Holiday book sale, we sold Holiday Gift Bags for \$10. We sold 57 bags and made a little over \$6 profit on each bag bringing our total to profit to \$384.49.

#### Friends Valentines Gift Bags

Since the holiday bags went so well, we are also doing a Valentines bag instead of another book sale. Patrons have the option of purchasing a Sweetheart Movie Date Night Bundle, Childrens Book and Candy Package, or a Teacher Love Travel Mug and Book Set. Each of those are \$10 and the wine glass/cup/mug will have a personalized one-letter monogram on it.

#### East End Focus Group Results

We had about 11 people participate in our East End focus groups in December. They all were very enthusiastic about the library reaching out to the town. Some interesting things we learned was that they would rather have a locker instead of a book kiosk. (Our spot for the locker fell through so we are back on the hunt for a prime location!) They also mentioned the schools were not involved and Sarah Beth immediately reached out and got them signed up for SORA. And there are talks of several larger subdivisions being built in the next few years. We will take into consideration all the information for our next strategic plan and figure out how to best implement our services in the area as well as other areas such as Haskell.

#### Strategic Plan Staff Evaluation Results

Jordan sent out a staff evaluation survey to staff to get feedback on our efforts from the last strategic plan. We had 25 responses from staff. Overall the feedback was very positive. We learned that staff believe our most successful goals were making the library convenient, boosting customer service, partnering with local organizations, supporting our schools, and creating in-demand collections and spaces. Community needs they would like to see met more included expanding knowledge of library benefits, supporting and catering to special needs patrons, expanding pantry capabilities, and adult interaction.

#### Programming Participation

Our programming took a bit of a drop during the holiday season, which is expected. But it seems like January views and participation is back up. Our newsletter for January jumped back up to our average amount of views and

clicks. Programmers have adapted programs to match virtual expectations and I am very pleased with the outcome. We expect to continue to have a rollercoaster attendance rate as virtual programming does cause fatigue. Jordan and I are continuing to monitor this and talk to other libraries about how to combat the fatigue.

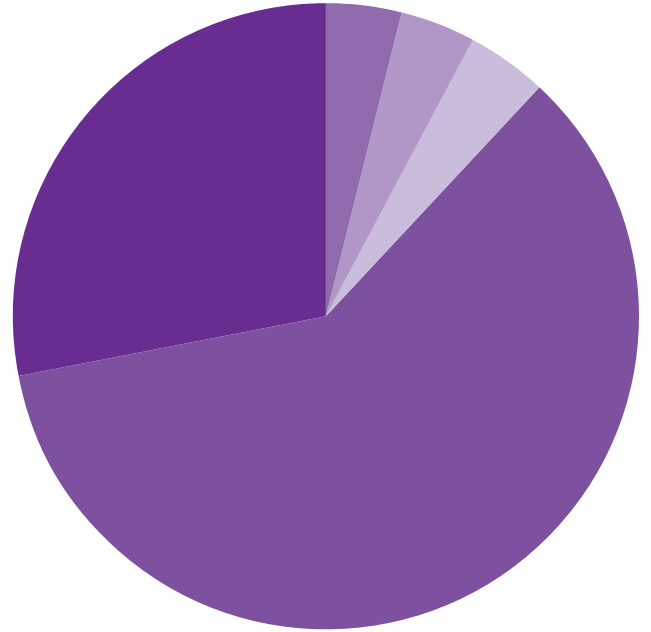
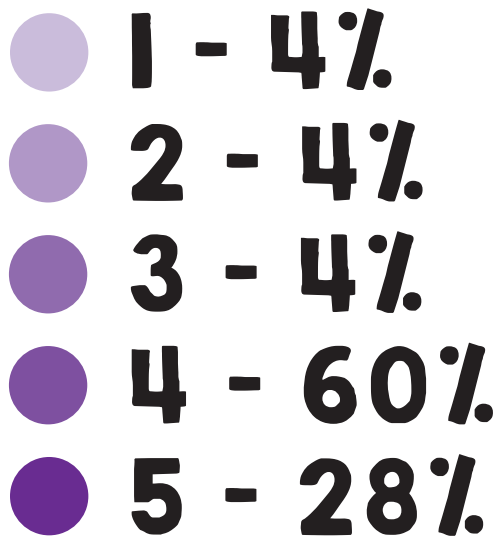
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Submitted by,  
Kari Beesley  
Marketing Manager

# SCL Strategic Plan 2019-2021 Staff Evaluation Results

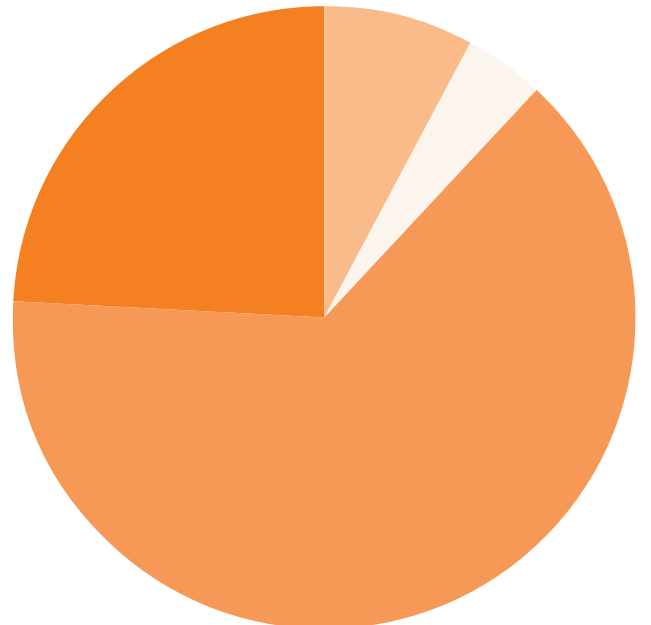
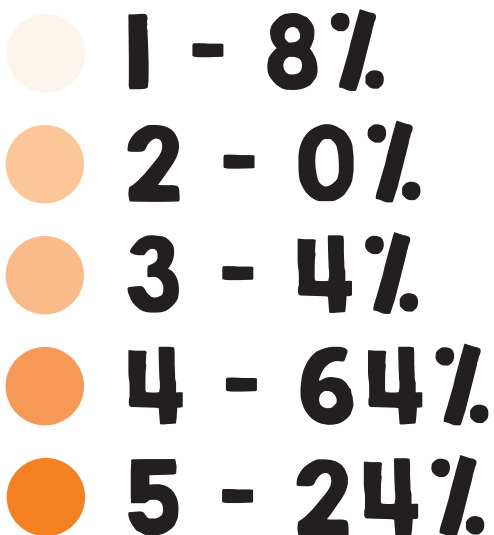
1.

The mission of the Saline County Library is to create unique, enriching experiences that put you at the center of our story. The Saline County Library reflects this well. (1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree)

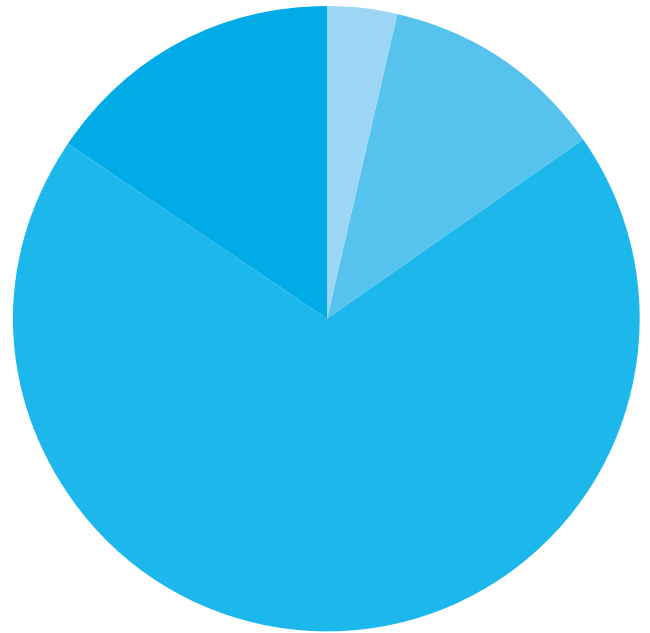
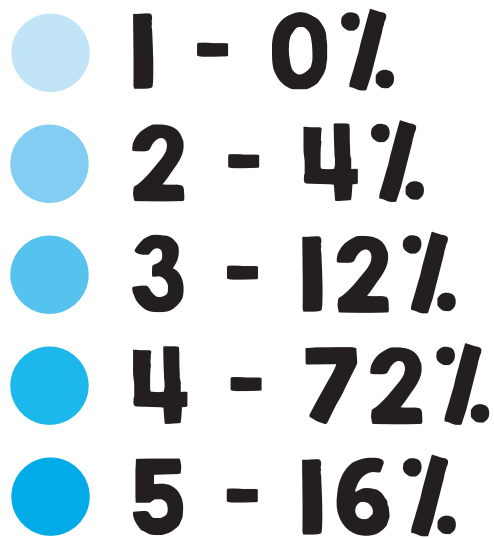


2.

The vision of the Saline County Library is to “Enrich lives. Provide the unexpected. Be more.” The Saline County Library reflects this vision well. (1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree)



**3.** My department accomplished its 2019-2021 Strategic Plan goals.  
(1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree)



**4.** Please rank each of the following SCL objectives by how well you think we achieved them in the past 3 years.

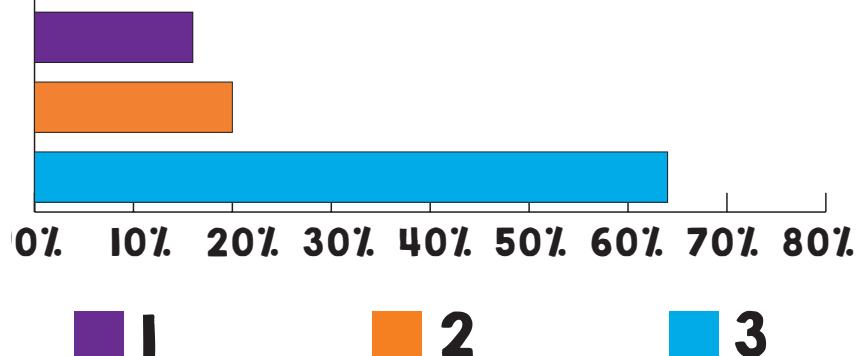
**Design welcoming physical and digital spaces to make using the library easy and tailored to your busy lifestyle.**



**Expand our library services to reach more people in more ways.**

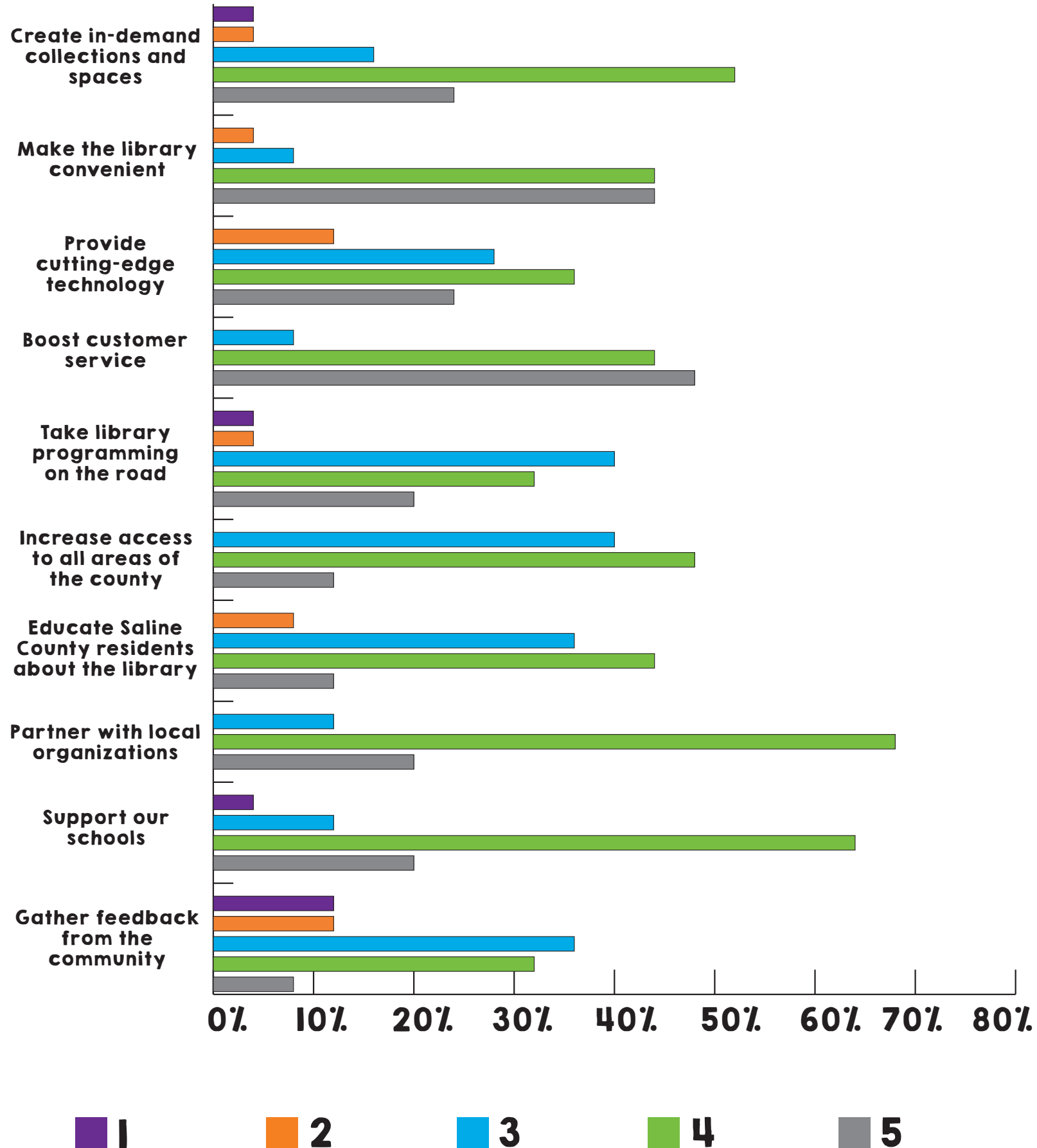


**Unite the county by supporting people, schools, organizations, and businesses.**



# 5.

Below is a list of our 2019-2021 Strategic Plan goals. Please rate on a scale from 1-5 how well we achieved these goals. (1 = Don't know, 2 = Poor, 3 = Fair, 4 = Well, 5 = Very well)





## **6. What do you think is most important to a patron's library experience? Please rate these aspects from 1 being most important to 8 being least important.**

- 1. Being able to easily find what they want**
- 2. Having staff be helpful**
- 3. Accessible website and catalog**
- 4. Well-planned programs**
- 5. New items in the collection**
- 6. Areas to study and/or socialize**
- 7. Providing outreach events and library card sign-ups**
- 8. Getting in and out quickly**

## **7. Describe a community need we meet well.**

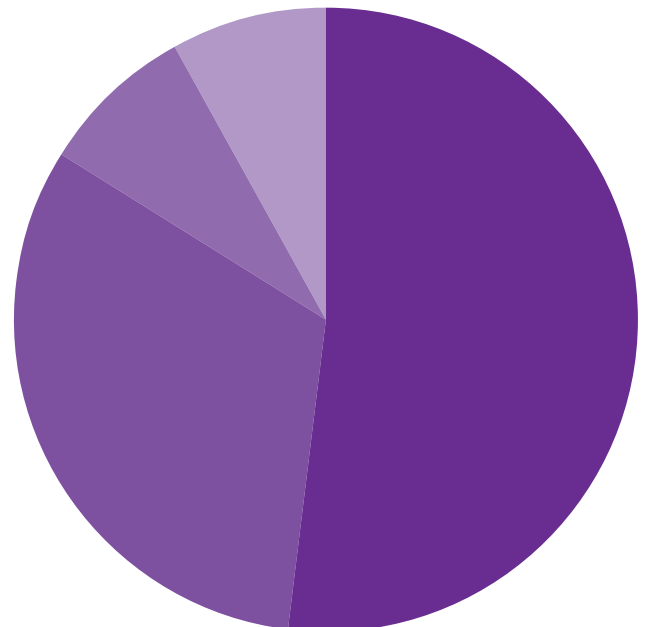
- All of the changes to the collection and catalog give patrons increased access to materials: genre-fying the J and non-fiction collection, expanding the Spanish language collection, joining Mid-Ark, reallocating money from print to digital, new library of things items.**
- Moved large print upstairs to be more accessible to those patrons that regularly read these.**
- Adapting to the coronavirus. Providing a computer and internet place.**
- Normally we offer high quality children's programs that no one else can match and have a place for parents, especially homeschoolers, to socialize.**
- We were able to update our website well to allow easiest user access**
- Gaining feedback & insight from the community**
- Providing access during the pandemic.**
- Homeschool programming**
- We enrich lives in the community through knowledge and entertainment.**
- School support and outreach**
- DVDs**
- I think we have done an awesome job during the Corona Virus at keeping the community involved with the library. Especially with the limitations/rules we have to abide.**
- Access to free forms of entertainment (reading, movies, craft kits...)**
- The youth and kids**
- Letting people know what we have available**
- Aside from the disaster that was 2020, we do a lot of amazing youth programs, which our families love.**
- Homeschool families**
- Youth interaction**
- Adapting to the new normal of the pandemic, and providing curbside service**
- Providing digital resources**
- Homeschool Families**
- Access to online resources**
- Providing quality programs and materials for patrons.**

## 8. Describe a community need you would like to see met

- Expand knowledge of the library and services/resources offered
- Improve Makerspace items and usage. We have many items in there that patrons/staff don't know about about or use.
- Educating the public in how to navigate the library
- More inclusion of patrons with special needs and patrons who don't have internet at home.
- More people need to learn about the benefits of a library. I met someone who didn't know the library had movies!
- Reaching Seniors, College Students, & Special Needs Community more.
- Spanish speakers
- Reaching more of the county with our resources and being able to engage more people in our great programs.
- A website that is easier to navigate and less cluttered
- Art and Sculpture
- Help finding the local animal strays a good and loving home
- Free community meeting space for groups or clubs
- People with special needs
- I would like to see more outreach for vulnerable populations like the homeless. Creating and advertising the food pantry was a good start, but I feel there's more we can do.
- Young adults 18-25
- Providing library services to outlying areas of the county & underserved populations in Benton & Bryant
- Adult interaction
- Programming for all ages
- Expand Collaboration with Middle/Junior/High Schools
- I would like to see us expand our pantry capabilities.
- Outside activities

## 9. How do you prefer to get feedback from patrons?

- SCL Help - 8%
- Facebook - 8%
- In-Person - 32%
- Surveys - 52%



# **10. Are there any other areas we could improve on in the library for our 2022-2025 Strategic Plan?**

- I think we have a great staff and an even greater leader. Our library is truly a remarkable place and I feel lucky to work here!
- Increase employee recognition, training, and cross-training. Create a faster turn-around for putting new items on the shelves available for patrons. Continue research on how employees can successfully help patrons during coronavirus. Include a variety library employees in community events.
- Making the library more friendly to Spanish speakers and the Deaf community.
- Getting real feedback from a variety of community members--not necessarily library users.
- Prioritizing patron satisfaction
- Keep virtual programming going Include key players in Aging Community, Job Seekers, & Juvenile Detention Facility Invite school principals to be a part of the 2022-2025 Strategic Plan
- Develop a Communication Plan in-house of the Strategic Plan that is a living document that identifies key point of contact staff
- Socially distanced services for parts of the community outside Benton/Bryant
- Continue to grow being part of the community's dream.
- Declutter/storage options
- To get out in the community more and to be a guiding light to those people that need us. we need to reach out to the parts of the community that we normally do not reach.
- Outreach to lesser served areas of Saline County.
- Programming that reaches past the arts and crafts. Let's find as many areas as we have genres to engage in.
- Improve in-library signage, genrefy adult fiction
- Expand the statistics chart. Explain how we adapted to serving our community during the COVID-19 pandemic. Showcase the Summer Reading Program, the Winter Reading Program, and our use of Sora in our partnership with local schools. Spotlight library staff members and board members who have been a part of the library for 20+ years and share stories/quotes from them as well as ask what they see for our future.
- Our online connections and virtual programs seem like they will continue to be a strong and permanent part of our library. I think we need more focus and expansion in this area.
- More cohesive and patron-centered programming.

**Library Management Team Report**  
**Public Services**  
**January 2021**

The Public Services Department is continuing to work hard and serve our patrons' needs.

Our curbside service has increased within the last month. In November, there were a little over 3,000 patrons that utilized our curbside service, while over 5,300 patrons in December. The newest service, Curbside Click and Go, is assisting with the increase and ease for our patrons. With this, our reference questions that were answered from our staff grew from over 230 questions in November to over 350 questions in December. Patrons have continued to use our computer services. Almost 300 computers were used in November, while 345 were used in December.

Along with helping our patrons, the Public Services staff have continued to work on a variety of projects and assisting other departments. The latest project that was completed was the genrefication of nonfiction audiobooks, Playaways, and large print materials.

We are excited to have Yajaira Tapia join our team in Benton. She was originally working at the Bryant branch as a Shelver.

Jordan Ford will be joining us later this month in our Shelver position. Jordan is currently attending Ouachita Baptist University and will be student teaching at Bryant Public Schools this year.

Submitted by,  
Rebecca Kidder  
Public Services Manager

## **Library Management Team Report**

### **Youth Services**

### **January 2021**

Since we began Pocket Librarian for kids in July, we have created 51 personalized book lists for youth ages 0-18.

The 2nd annual Winter Reading program has 59 people registered. So far, 4 people have completed the challenge. The deadline for completion is January 30.

The YS staff have been making 3 different types of take-home activity kits each month, Makerspace Grab and Go Kits, Kids Book Craft Kits, and Early Literacy Kits. They have all been extremely popular. Since we have been running out so quickly each month, we are planning to double each kind during the summer.

Our summer reading planning meeting is scheduled for February 3rd. We will be discussing the summer program line up, prizes, and promotion ideas.

Both library locations will have their own geocaches beginning in February. Brett, Jennifer, and Becca have been in charge of planning and ordering the supplies. If you aren't familiar with a geocache, it is basically an outdoor, real life treasure hunt where participants use GPS coordinates to find the location. The geocache at the Benton library will be in a fairy house and the Bryant one will be in a gnome house.

Each month the Wendy, Jessica, and I are performing 7 virtual outreach programs. We "visit" the following locations, Civitan, Benton Headstart, Harmony Grove Headstart, Shannon Hills Headstart, East End Pre-K, Benton Pre-K, and the Bryant High self-contained class.

Submitted by,  
Sarah Beth Lesko  
Youth Services Manager

# **Compensation Administration Policy Development**

## **Background**

In 2018 the executive team developed a Compensation Administration Policy. The goal was to have a policy that attracts and retains qualified employees with externally competitive pay rates, encourages employees to consistently perform well, and ensures equitable distribution of compensation. The resulting policy was never fully implemented due to several reasons—non-support of new board members, the loss of library board's ability to give bonuses, and the difficulty applying such a policy.

After much research we have decided that a more appropriate instrument would be a step-based system that ties into our performance evaluations. Managers are learning to be better evaluators of performance. The staff are encouraged to fill out self-evaluations, and soon we will also have staff evaluate their supervisor. When evaluations are turned in, a team composed of the HR manager, the supervisor and the director examine the evaluation and give feedback.

See following sample step-increase charts.

## **Separate But Contributory Issue**

In late 2017, the library hired the Johanson Group to perform a salary study which resulted in the adoption of a new salary schedule in early 2018. Each position has a designated pay grade based on job duties and scope of responsibility. The pay grades are divided into four quartiles, with each quartile representing 3-4 years of experience. At the time of adoption, some staff were identified as earning below their appropriate quartile and were moved accordingly.

In 2019 the library staff's loss of benefits to be in compliance with County's benefit structure was painful. The board approved a 5% cola effective 7/1/19. For most it barely covered the increase cost of health insurance for one person.

In 2020 the 27<sup>th</sup> payroll resulted in full-time staff getting more take-home pay, but part-time staff got 2% raise. Now they are not progressing through pay scale at same rate.

The salary schedule is tied to years of experience, but annual raises vary in amount from year to year resulting in inequitable pay rates.

Automatic step increases would allow employees to progress through the pay scale at the same rate regardless of when they are hired, with each year equaling one step. Employees who have worked the required length of time within the current grade would progress to the next step if they have received a satisfactory score on their most recent performance review. Once an employee reaches the maximum within their pay grade, they would remain at that step until the entire pay scale increases due to a cost of living adjustment.

### **2021 Employee Raises**

The Saline County Quorum Court gave county employees a 6% raise for 2021. They also did not treat the 27<sup>th</sup> payroll from 2020 as a one-time event, but treated it as a raise. The extra payroll is equivalent to 3.5% increase which means they are going to receive a 9.5% raise. The library staff have had their benefits cut significantly and the raises have mostly compensated the cost of health insurance that they have taken on.

Automatic Step Rate Increase Options

2.5% Increase	Quartile 1				Quartile 2				Mid	Quartile 3				Quartile 4			
% of Mid	80	82.5	85	87.5	90	92.5	95	97.5	100	102.5	105	107.5	110	112.5	115	117.5	120
Year/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

3% Increase	Quartile 1				Quartile 2			Quartile 3				Quartile 4			Over Max
% of Mid	80	83	86	89	92	95	98	101	104	107	110	113	116	119	122
Year/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

3.5% Increase	Quartile 1			Quartile 2			Quartile 3			Quartile 4			Over Max
% of Mid	80	83.5	87	90.5	94	97.5	101	104.5	108	111.5	115	118.5	122
Year/Step	1	2	3	4	5	6	7	8	9	10	11	12	13

4% Increase	Quartile 1			Quartile 2		Mid	Quartile 3		Quartile 3		
% of Mid	80	84	88	92	96	100	104	108	112	116	120
Year/Step	1	2	3	4	5	6	7	8	9	10	11

Notes:  
Starting pay determined by years of relevant experience  
Increase could occur on Jan 1 or on anniversary date  
Must have satisfactory score on performance evaluation





# SALINE COUNTY LIBRARY

## 2021 Pay Grades and Ranges

Pay Grade	Position	Quartile 1	Quartile 2	MID	Quartile 3	Quartile 4	MAX
		80-89%	90-99%	100%	101-110%	111-120%	120%
1	Housekeeper Shelver	\$10.81	\$12.16	\$13.51	\$13.65	\$15.00	\$16.22
2	Branch Maintenance and Housekeeper Library Assistant Youth Services Assistant	\$11.93	\$13.42	\$14.91	\$15.06	\$16.55	\$17.89
3	Collections Assistant Library Assistant: InterLibrary Loan Library Assistant: Programming Youth Services Assistant: Programming	\$13.04	\$14.68	\$16.31	\$16.47	\$18.10	\$19.57
4	Maintenance Coordinator	\$13.61	\$15.31	\$17.01	\$17.18	\$18.88	\$20.41
5	Adult Programmer Financial Coordinator IT Systems Coordinator	\$14.72	\$16.56	\$18.41	\$18.59	\$20.43	\$22.09
6	Assistant Branch Manager Branch Librarian Cataloging Librarian Community Librarian Marketing Coordinator Outreach Librarian Youth Services Librarian	\$15.29	\$17.20	\$19.11	\$19.30	\$21.21	\$22.93
7	Collections Manager Marketing Manager Public Services Manager Systems Administrator Technology Manager Youth Services Manager	\$18.93	\$21.29	\$23.66	\$23.90	\$26.26	\$28.39
8	Branch Manager Human Resources Manager	\$21.16	\$23.81	\$26.45	\$26.72	\$29.36	\$31.74
9	Library Manager	\$23.28	\$26.19	\$29.09	\$29.39	\$32.30	\$34.91
10	Library Director	\$32.36	\$36.41	\$40.46	\$40.86	\$44.91	\$48.55

# Saline County Library

## Compensation Administration Policy

### ***Introduction***

It is the goal of the Saline County Library to create a compensation policy that attracts and retains qualified employees with externally competitive pay rates, encourages employees to consistently perform well, and ensures equitable distribution of compensation.

### ***Types of pay increase***

#### **1. Performance**

Each year, the Saline County Library Board of Trustees will determine whether adequate funding for performance increase is available, and if so, the pool of performance increase funds. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process.

Performance pay is used to reward successful performance. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. In the event that a performance increase is approved, each employee will be evaluated according to SCL's performance expectations. If performance expectations were met during the year, the employee will receive a raise in the following calendar year effective January 1.

If maximum raise allowed is five percent or more, performance increases will be tiered. The largest performance increases will be awarded to employees who consistently exceed performance standards.

#### *Determination of performance increase*

In accordance with Saline County Library guidelines, supervisors will recommend: a) whether an employee should receive any merit increase based on his or her annual performance review and, in the event of a tiered increase, b) the amount of increase appropriate for the performance results.

The following factors are the basis for awarding performance increases to employees:

- The employee's performance as reported in the annual performance and work plan review.
- The appropriate pay level within the range for the employee considering the employee's performance and performance of others in the range.
- Pay increase funds available.
- Recommendations of supervisors, as approved by the HR Manager and Director.

### *Review of performance increase*

Performance increases require the recommendation of the employee's immediate supervisor and the approval of the HR Manager and Director. Employees are to be notified of their merit increase as soon as possible after all employee merit increases for the year have been approved.

### *Performance reviews*

Employee performance is to be formally reviewed at least once each year using the work plan template. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the next rating period.

## 2. Special Projects

Employees who undertake special projects may be eligible for an increase. The project or goal must be significant in time and importance, and must be built into work plan with the employee's direct supervisor. The supervisor will meet with the HR Manager and Library Director to determine the percentage of raise to be granted. The raise is never to exceed five percent of employee's base pay, and employee will not be eligible for multiple project/goal-based raises in a one-year period. If project is completed satisfactorily, raise will take effect in the following pay period.

## 3. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise. Any library employee earning a Master's Degree in Library Science will receive a four percent raise. Any employee in a non-library specific position earning a Master's degree in the field that directly pertains to their position will receive a four percent raise. An employee earning a significant certification directly pertaining to their position will receive a three percent raise. Upon completion, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

### ***Pay increase eligibility***

To be eligible for a pay increase, an employee must be employed with the Saline County Library for at least six months of continuous service before the award date.

An employee may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position. A one-time bonus may be issued to employees whose base pay is at or above the maximum, at the discretion of the Board of Trustees.



# Employee Performance Evaluation

## Employee Information

Employee:

Date:

Job Title:

Department:

Supervisor:

## Performance Evaluation

(5) = Always

(4) = Frequently

(3) = Sometimes

(2) = Rarely

(1) = Never

**Knowledge:** Demonstrates knowledge of and adherence to library policies, demonstrates thorough knowledge of his/her department's procedures and working knowledge of other departments' procedures, seeks opportunities to learn new skills and information to better perform job.

☐☐☐☐☐

Comments:

**Work Quality:** Employee is prepared, consistent, utilizes resources, pays attention to accuracy, detail, and thoroughness, utilizes time efficiently, and completes tasks in a timely manner.

☐☐☐☐☐

Comments:

**Initiative:** Displays ownership of job and seeks greater responsibility, monitors on-going projects without being instructed, and volunteers to help with special projects outside of own department (special programs, project committees, covering help desks, etc.)

☐☐☐☐☐

Comments:

**Dependability:** Follows instructions, follows through on projects and assignments in a timely manner, and is punctual and present for work, meetings, and events.

☐☐☐☐☐

Comments:

**Attitude:** Displays pleasant and helpful attitude, exhibits positivity, communicates in a respectful and courteous manner, gets along with others, actively contributes toward maintaining a positive work environment, actively contributes and participates in teamwork, and accepts responsibility.

☐☐☐☐☐

Comments:

**Flexibility:** Accepts new ideas and instructions, willing to change and adapt to new technologies, accepts constructive criticism and makes adjustments accordingly.

☐☐☐☐☐

Comments:

**Communication:** Communicates clearly, honestly, and respectfully to others, is considerate when relaying critical or negative information, resolves conflicts quickly, regularly checks and responds to email and voicemail, and maintains professional and personal boundaries.

☐ ☐ ☐ ☐ ☐

Comments:

**Customer Service:** Greets patrons with a pleasant and helpful attitude, promptly pauses other tasks to treat patron as top priority, makes eye contact, exhausts all means to resolve difficult situations, eagerly assists patrons with locating materials and utilizing library services.

☐ ☐ ☐ ☐ ☐

Comments:

**Professionalism:** Consistently follows directions, maintains workspace in orderly fashion, adheres to dress code and code of conduct, completes timesheet by deadline, adheres to work schedule and provides advance notice for personal leave, reports for work on time and is prepared, maintains appropriate professional boundaries.

☐ ☐ ☐ ☐ ☐

Comments:

**Organizational Awareness:** Displays understanding of staff organizational structure, understands main goals and tasks of each department and staff member, regularly checks calendar in order to be aware of all events, thoroughly reads emails, and is generally aware of goings-on.

☐ ☐ ☐ ☐ ☐

Comments:

**Additional Comments:**

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

---

Employee Signature

Date

---

Supervisor Signature

Date



# Employee Self-Assessment

## Employee Information

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

## Self-Assessment Questionnaire

1. What improvements and/or accomplishments did you make last year?
2. Where can you take personal initiative and become a stronger employee this year?
3. What are your long-range career objectives? (Objectives include potential job rotations, promotions, additional job responsibilities, education, and training.)
4. How would you assess communication within your department? How well informed are you of the information necessary to perform your duties efficiently?
5. What can you, your supervisor, or administration do to improve your performance and increase your overall job satisfaction?

---

Employee Signature

Date

# **Bylaws of the Saline County Library Board of Trustees**

## **Article I- Name and Authorization**

This organization shall be called "The Board of Trustees of the Saline County Library," existing by virtue of the provision of library laws of Arkansas, and exercising the powers and authority and assuming the responsibilities delegated to it under the said laws.

## **Article II- Meetings**

The Library Board shall meet every other month, the date and hour to be set by the board. Meetings may be conducted via teleconference or videoconference in accordance with Robert's Rules of Order regarding electronic meetings.

Special meetings may be called by the chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

## **Article III- Officers**

Board officers shall be as follows: Chairman, vice-chairman and secretary. The librarian shall serve as secretary of the board or designate a staff member. All other officers shall be appointed by the County Judge through recommendation by the board. Each officer shall serve a term of 5 years in such office, and may be serve only 2 consecutive terms.

The board chairman shall preside at all meeting, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chairman, the vice-chairman shall perform all duties authorized for the chairman.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices of all proceedings of the board meetings; issue notices of all special meetings; and have custody of the minutes and the other records of the board.

## **Article IV – Committees**

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed.

## **Article V – Quorum**

A quorum for the transaction of business shall be a simple majority of the board members.

If board member misses three consecutive meetings, the position of board member will automatically be opened for reappointment.

## **Article VI – Library Director**

The library director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review.

The library director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget.

The library director shall keep exact accounts of all moneys received or expended, and shall report on such receipts and expenditures at each regular meeting of the board.

The library director shall perform the duties of secretary of the library board or designate a staff member to do so, and shall attend all board meetings except when her or his employment or salary is to be discussed.

An agenda for each regular meeting of the board of the library trustees shall be prepared by the library director preceding such meeting, at the discretion of the trustees.



## **Article VII – Order of Business**

Conduct of meetings: Robert's Rules of Order shall govern the deliberations of the board except when such rules are in conflict with any of the rules provided herein.

The order of business at the regular meetings shall be as follows:

Roll Call

Approval of previous meeting's minutes

Financial report and approval of expenditures

Reports of committees

Unfinished business

New business

Adjournment

## **Article VIII – Amendments**

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was mailed to the members at least three days before the meeting.

Revised 1/25/2021



**Bob Herzfeld Memorial Library**  
1800 Smithers Drive  
Benton, AR 72015  
(501) 778-4766

**Mabel Boswell Memorial Library**  
201 N. Prickett Road  
Bryant, AR 72022  
(501) 847-2166

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on January 25, 2021, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$8000
Sarah Beth Lesko, Programming Manager	\$5000
Alissa Turner, UX Manager	\$1500
Billy Osborne, Property/Maintenance Supervisor	\$500
Leigh Espey, Bryant Branch Manager	\$2000
Janine Miller, Library Manager	\$5000
Kari Beesley, Marketing Manager	\$2000
Rob Walton, Technology Manager	\$2500

Please cancel the credit account for Billy Osborne.

Signed,

Dustin Sanders  
Chair, Library Board of Directors

# Saline County Library

## Employee Turnover Rate

Jan 2020 - Dec 2020

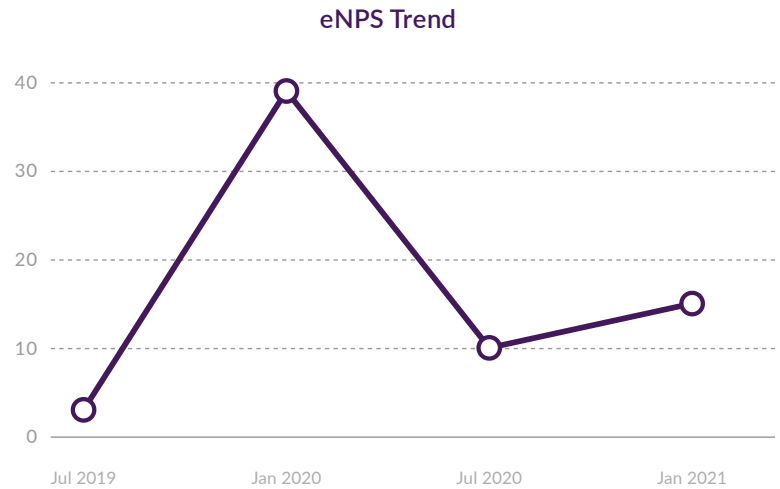
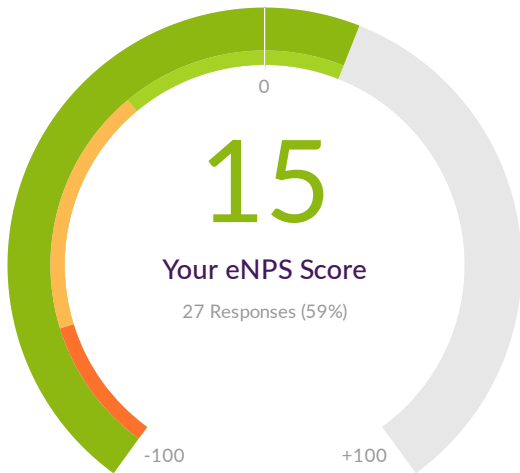
Period	Terminated Employees	Avg. Employee Count	Turnover Rate
January	0	53	0%
February	0	53	0%
March	0	53	0%
<b>1st Quarter 2020</b>	<b>0</b>	<b>53</b>	<b>0%</b>
April	0	53	0%
May	0	53.5	0%
June	0	54	0%
<b>2nd Quarter 2020</b>	<b>0</b>	<b>53.5</b>	<b>0%</b>
July	1	53.5	1.9%
August	1	52.5	1.9%
September	1	51.5	1.9%
<b>3rd Quarter 2020</b>	<b>3</b>	<b>52.5</b>	<b>1.9%</b>
October	0	51	0%
November	3	50.5	5.9%
December	1	49.5	2%
<b>4th Quarter 2020</b>	<b>4</b>	<b>50.3</b>	<b>2.6%</b>
<b>2020</b>	<b>7</b>	<b>52.3</b>	<b>1.1%</b>
<b>Total</b>	<b>7</b>	<b>52.3</b>	<b>13.4%</b>

Employment Status	Reason
3 full-time	One retired, one relocated out of state, one became stay-at-home parent/homeschooler (two of these are covid-related)
1 part-time	Needed full-time employment
3 seasonal	Annual seasonal roster clean-up: all seasonal staff were asked if they'd be able to work in 2021. One relocated out of state, one found full-time employment, one decided not to work.

The 2019 US Mercer Turnover Survey reported that US companies had an average turnover rate of 22%.

01/22/2021

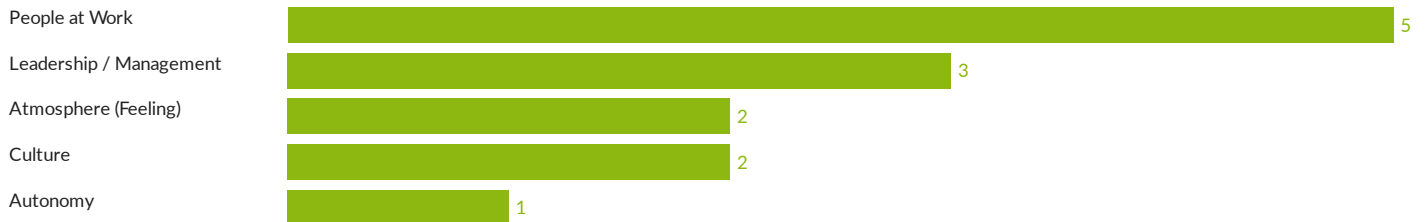
## Employee Satisfaction (eNPS®)



### Top 5 Likes ?

Number of promoters

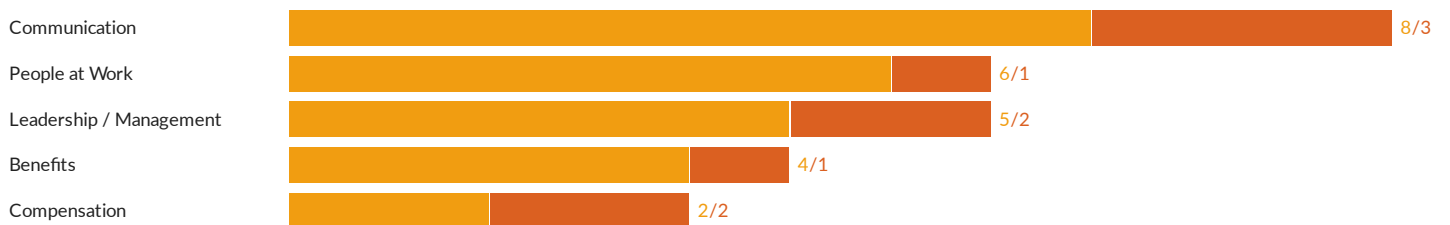
[See all tags](#)



### Top 5 Dislikes ?

Number of neutrals/detractors

[See all tags](#)



## PTO in Arkansas Class 6 and 7 Counties + Saline County Library

Saline County	Faulkner County	Garland County	Sebastian County	Library	Benton County	Pulaski County	Washington County
Year 1: none	0-5 years: 12 days/yr	1 <sup>st</sup> year: none 2 <sup>nd</sup> year: ; 5 days/yr (accrues during 1 <sup>st</sup> year, may take after completing one year)	0-10 years: 10 days/yr	Years 1-3: 12 days/yr	Year 1: 5 days/yr; use after 180 days	Years 0-2: 13 days/yr	Years 0-7: 10 days/yr Carryover: 120 hours
Years 2-3: 5 days/yr	5-10 years: 15 days/yr		10+ years: ; 15 days/yr	Years 4-6: 15 days/yr	Years 2-5: 10 days/yr	Year 3-5: 16.25 days/yr	Years 8-10: 12 days/yr Carryover 144 hours
Years 4-6: 10 days/yr	10-15 years: 18 days/yr	2-8 years: 10 days/yr	Carryover: 160 hours	Years 7-11: 18 days/yr	Years 6-15: 15 days/yr	Years 6-12: 19.5 days/yr	Years 11-15: 15 days/yr Carryover 180 hours
Years 7-11: 15 days/yr	15+ years: 24 days/yr	9-15 years: 15 days/yr		Years 12-21: 21 days/yr	Years 16+: 20 days/yr	Years 13-20: 22.75 days/yr	Years 16+: 18 days/yr Carryover: 216 hours
Years 12-20: 20 days/yr	Carryover: 240 hours	16-22 years: 20 days/yr		Years 22+: 22.5 days/yr	Carryover: full amount until lifetime cap of 2x accrual amount	Years 21+: 26 days/yr	
Years 21-25: 25 days/yr Years 26+: 30 days/yr Carryover: 80 hours		23 years: ; 21 days/yr 24 years: 22 days/yr 25 years: ; 23 days/yr Carryover: full amount		Carryover: 100 hours		Carryover: 300 hours	

	Saline County	Garland County	Faulkner County	Sebastian County	Library	Benton County	Pulaski County	Washington County
Year 1	0	0	12	10	12	5	13	10
Year 2	5	5	12	10	12	10	13	10
Year 3	5	10	12	10	12	10	16.25	10
Year 4	10	10	12	10	15	10	16.25	10
Year 5	10	10	15	10	15	10	16.25	10
Year 6	10	10	15	10	15	15	19.5	10
Year 7	15	10	15	10	18	15	19.5	10
Year 8	15	10	15	10	18	15	19.5	12
Year 9	15	15	15	10	18	15	19.5	12
Year 10	15	15	18	10	18	15	19.5	12
Year 12	20	15	18	15	21	15	19.5	18
Year 15	20	15	24	15	21	15	22.75	18
Year 20	20	20	24	15	21	20	22.75	18
Year 25	25	23	24	15	22.5	20	26	18

PTO in Arkansas Class 6 and 7 Counties + Saline County Library

