

AGENDA

Saline County Library Board of Trustees

9/20/2021 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 7/19/21 board meeting
- IV. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
- V. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Circulation Report
 - d. Library Management Team Reports
- VI. Old Business
 - a. Compensation Policy
 - b. Bylaws Changes
 - c. Draft 2022 Budget
- VII. New Business
 - a. Library Deletions
 - b. Resolution for Credit Card Changes and Check Signer Addition
 - c. Market Pay Study by Johnanson Group
 - d. Draft 2022-2025 Strategic Plan
- VIII. Adjourn

Next regular board meeting 11/15/21 at 3:30 p.m.

Board Meeting Minutes

July 19, 2021

Attendees:

Caroline Miller Robinson, Board Chair
Marian Douglas, Board Member
Lindsay Jordan, Board Member
Allison Nolley, Board Member
Laine Holleran, Board Member

Kathy Lewallen, Friends of the Library,
President
Patty Hector, Director
Janine Miller, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator

- I. Call to Order
Miller-Robinson called the meeting to order at 3:45 PM.
- II. Announcements
Hector shared that Leigh Espey will be the new Library Manager in Benton, replacing Janine Miller.
- III. Minutes from the 5/17/2021 board meeting
Douglas moved to accept the minutes as presented. Jordan seconded the motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Douglas moved to accept the minutes as presented. Jordan seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Friends of the Library Report – President, Kathy Lewallen reported that the used book store at both locations are doing very well. All book donations should be taken to the Benton library. The Holiday themed bags are popular and selling well and they are looking forward to getting the back to school bags ready. At the next Friends board meeting, they will be discussing bringing on a new board member.
 - b. Director's Report - *Included in packet*
 - c. Circulation Report & Website Statistics – *Included in packet*
 - d. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services,

- VI. Unfinished Business
- a. Pay Scale Adjustment for January 2021 Mandated Minimum Wage Increase.
 - b. Compensation Policy
- Both to be discussed during the September 20th Board Meeting, pending the results from the market pay study.*
- VII. New Business
- a. Report from Legislative Audit 2019 – *Included in packet*, Hector announced that Saline County Library was not mentioned.
 - b. Credit Card Resolution - *Included in packet*
 - c. Bylaws Change – *Included in packet*
 - d. RFP for Website Design
Douglas moved to accept bid for Sterling, Jordan seconded the motion, which passed unanimously.
 - e. Emergency Connectivity Grant Application
No motion necessary, but agreed to move forward.
 - f. Remodel Quote
Jordan moved to accept the quote, Douglas seconded the motion, which passed unanimously
 - g. Draft Budget 2022 – *Included in packet*
- VIII. Miller-Robinson adjourned the meeting at 4:48 PM.

Submitted by,

Heather Phipps
HR Manager
Board Secretary

Saline County Library

Income & Expense Report

January - August, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
3047 Grant Monies	56,792.00		-56,792.00	
4150 Tax Receipts	2,149,168.96		-2,149,168.96	
4200 State Aid	56,389.32		-56,389.32	
4210 State Scholarship Money	5,850.00		-5,850.00	
4255 Advertising Income	2,504.44		-2,504.44	
4310 Book Sale	9,886.67		-9,886.67	
4330 Copies/Printing	5,025.63		-5,025.63	
4340 Damage	516.95		-516.95	
4350 Fines / Fees	1,922.93		-1,922.93	
4365 Fundraising	888.15		-888.15	
4370 Gifts/Memorials	229.71		-229.71	
4410 Interest Income	9,744.37		-9,744.37	
4420 Lost Item	2,131.12		-2,131.12	
4450 Out of County Card	89.27		-89.27	
4455 Passport Fee	2,470.45		-2,470.45	
4460 Refund	23,883.43		-23,883.43	
4470 Replacement Card	136.91		-136.91	
Total Revenue	\$2,327,630.31	\$0.00	\$ -2,327,630.31	0.00%
GROSS PROFIT	\$2,327,630.31	\$0.00	\$ -2,327,630.31	0.00%
Expenditures				
6560 Payroll Expenses	-150.00		150.00	
0100 Wages	993,645.82	1,666,797.59	673,151.77	40.39 %
0600 Taxes (Fed, AR, SUTA)	72,207.73	132,000.00	59,792.27	45.30 %
0800 Retirement	146,416.44	246,000.00	99,583.56	40.48 %
0900 Insurance Benefits	131,276.27	228,000.00	96,723.73	42.42 %
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	594.50	1,000.00	405.50	40.55 %
Company Contributions	0.00		0.00	
Total 6560 Payroll Expenses	1,343,990.76	2,279,797.59	935,806.83	41.05 %
6700 Supplies				
1600 Printing	4,503.73	10,000.00	5,496.27	54.96 %
3300 Service Contracts	90,657.84	105,000.00	14,342.16	13.66 %
67-1700 General Office Supplies	11,289.06	30,000.00	18,710.94	62.37 %
67-2000 Janitorial Supplies	2,255.46	8,000.00	5,744.54	71.81 %
Total 6700 Supplies	108,706.09	153,000.00	44,293.91	28.95 %
68-5000 Postage	4,082.87	12,000.00	7,917.13	65.98 %
6800 Professional Services	14,772.60	15,000.00	227.40	1.52 %
6900 Communications	26,806.06	30,000.00	3,193.94	10.65 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	798.44	3,000.00	2,201.56	73.39 %
70-5200 Fuel for Personal Vehicle Use	294.85	1,000.00	705.15	70.52 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
Total 7000 Transportation	1,093.29	5,000.00	3,906.71	78.13 %
7050 Advertising	10,193.64	25,000.00	14,806.36	59.23 %
7100 Insurance				
71-5800 Fire and Extended Coverage	13,209.00	15,000.00	1,791.00	11.94 %
71-5900 Vehicle Insurance	2,133.31	4,000.00	1,866.69	46.67 %
Total 7100 Insurance	15,342.31	19,000.00	3,657.69	19.25 %
72-6000 Utilities				
6100 Electricity	45,961.79	75,000.00	29,038.21	38.72 %
6200 Gas	8,637.73	15,000.00	6,362.27	42.42 %
6300 Water	2,602.55	5,000.00	2,397.45	47.95 %
6400 Waste Disposal	4,813.42	6,000.00	1,186.58	19.78 %
Total 72-6000 Utilities	62,015.49	101,000.00	38,984.51	38.60 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	3,929.78	40,000.00	36,070.22	90.18 %
73-6600 Machinery and Equipment	4,285.93	40,000.00	35,714.07	89.29 %
Total 7300 Repairs and Maintenance	8,215.71	80,000.00	71,784.29	89.73 %
7400 Miscellaneous				
74-7300 Dues and Memberships	2,476.00	5,000.00	2,524.00	50.48 %
7900 Meals and Lodging	794.50	1,000.00	205.50	20.55 %
8200 Refund	5,917.40	2,000.00	-3,917.40	-195.87 %
8600 Software	39,257.99	55,000.00	15,742.01	28.62 %
Total 7400 Miscellaneous	48,445.89	63,000.00	14,554.11	23.10 %
8500-1 All Programming	52,631.95	90,000.00	37,368.05	41.52 %
8700 Staff Development	10,371.19	12,546.19	2,175.00	17.34 %
8752 Fundraising Expenses	963.75	1,000.00	36.25	3.63 %
8800 Books/Magazines/Video/Audio	294,323.50	550,000.00	255,676.50	46.49 %
G2019 Grant 2019	28,129.69		-28,129.69	
Grant-3047 ARPA Grant 2021	33,211.00		-33,211.00	
Total Expenditures	\$2,063,295.79	\$3,436,343.78	\$1,373,047.99	39.96 %
NET OPERATING REVENUE	\$264,334.52	\$ -3,436,343.78	\$ -3,700,678.30	107.69 %
Other Expenditures				
9100 Building and Furnishings	5,751.20	100,000.00	94,248.80	94.25 %
9300 Machinery and Equipment	10,900.16	40,000.00	29,099.84	72.75 %
9500 Other Miscellaneous Expenditure		89,552.36	89,552.36	100.00 %
Total Other Expenditures	\$16,651.36	\$229,552.36	\$212,901.00	92.75 %
NET OTHER REVENUE	\$ -16,651.36	\$ -229,552.36	\$ -212,901.00	92.75 %
NET REVENUE	\$247,683.16	\$ -3,665,896.14	\$ -3,913,579.30	106.76 %

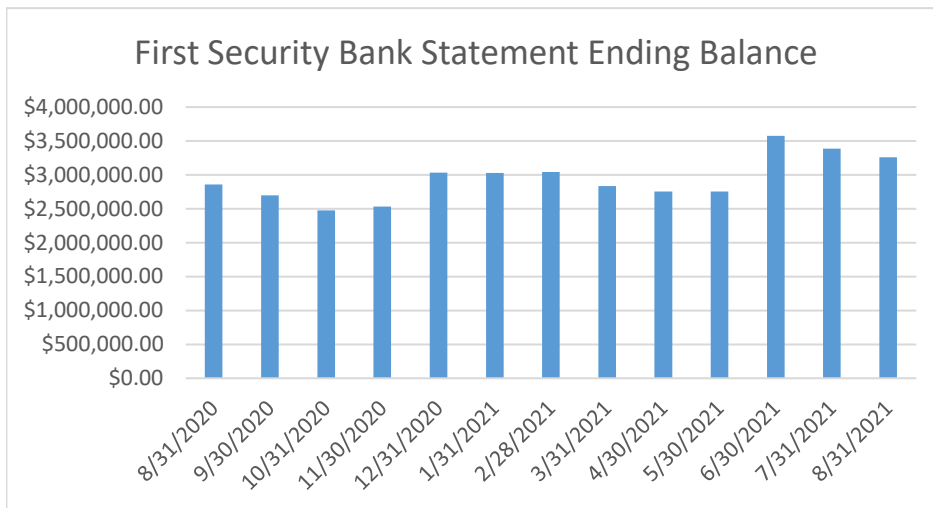
2021 Budget Modification Form

Date: 09.20.2021

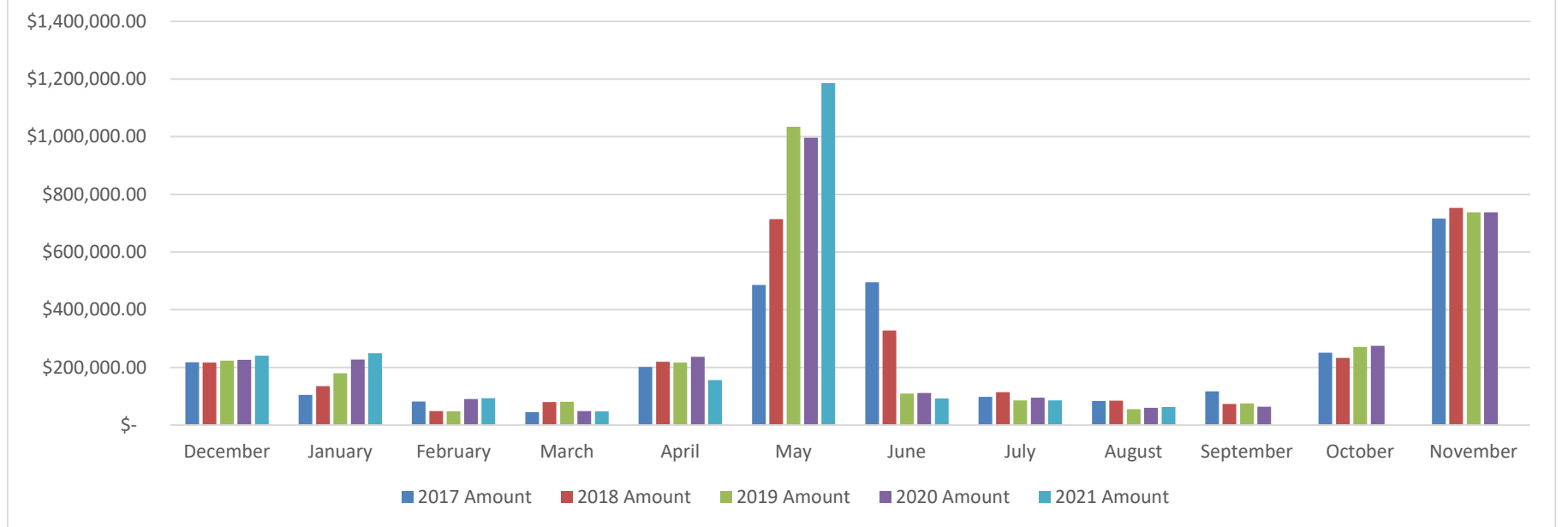
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First Security Bank Statement Ending Balance

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
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



TAX RECEIPTS						
Date County Received	2017 Amount	2018 Amount	2019 Amount	2020 Amount	2021 Amount	previous year
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	\$ 248,875.25	\$ 22,007.72
February	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 2,471.58
March	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ (799.36)
April	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ (80,728.92)
May	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34	\$ 1,185,278.48	\$ 188,794.14
June	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95	\$ 92,488.78	\$ (18,408.17)
July	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02	\$ 85,193.59	\$ (9,500.43)
August	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71	\$ 63,259.14	\$ 2,859.43
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	\$ 2,212,428.10	\$ 121,179.79



Library Management Team Report

Director

August-September 2021

Narcotics Kits Arrived

Staff have been trained and kits placed where they are easy to get to in case they are needed. This was a grant-funded project co-sponsored by the Arkansas State Library and the UA Criminal Justice Institute.

Emergency Connectivity Fund Grant

We decided not to submit the grant application when we found out the conditions and reporting requirements. Every time someone used the free wi-fi or checked out a laptop or hotspot they would have to certify that they did not have access to wi-fi/a laptop/a hotspot and then we would have to keep that record of certification for 10 years. Every wi-fi access. Every laptop check out. Every hot spot checkout.

Discovery Layer for Catalog

Mid-Ark is sending out the RFP for the discovery layer software. We will share the cost and their board will deal with the process. We have ARPA grant money to pay for it.

Website Re-Design

Our new website is looking great. We're really excited about the results we're getting from Stirling. They've been great to work with.

Fall Hours

Community Engagement conducted a survey of patrons to see how our open hours are working for them. We are still not back to our pre-Covid numbers. Most people found our hours workable. Naturally people would prefer that we were open 24/7 even if they never come to the library after 3:00. Staff were thinking we could add an extra 30 minutes to each day Monday – Thursday. This would make our hours 9:00-7:00 M-Th and 9:00-4:00 F & S.

Core Values

I'm very proud of the core values that the staff developed. Some we already exhibit; some we aspire to. All of them will make this a great place to work.

Submitted by,

Patty Hector

Saline County Library Core Values

Be Community Focused

- Our community is...EVERYONE. Whoever you are, you matter, and we will do our best to make sure you are welcome
- We are here to serve by being accessible and inclusive to our community and coworkers
- We support diversity and growth in all areas
- We strive for friendly, professional, and trustworthy engagements

Be Creative

- We will set our curiosity free and be open-minded about changing the library world. All ideas are welcome.
- We strive for excellence and making a difference in people's lives
- We are intentional at finding solutions that are meaningful and impactful to the work environment and community

Be Compassionate

- Open hearts assume the best. Professionalism gives the best. Accountability ensures the best
- We respect each other and hold each other accountable for a better professional atmosphere
- We communicate with kindness for continuous improvement of work relationships

Circulation Report

July 2021

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books and audiobooks	11,414	2,680	7,143	4,463
eBooks	7,235	8,025	8,162	137
eAudiobooks	3,352	3,826	4,490	664
eMagazines		282	370	88
DVDs	12,903	1,115	3,868	2,753
Music	283	13	52	39
Videogames	1,024	76	442	366
Boardgames	30	4	14	10
Library of Things (equipment, hot spots, cakepans, etc)	84	26	83	57
Kanopy (streaming films)	0	163	535	372
Freegal (streaming music)	1,086	1,673	1,270	403
Hoopla (downloadable books, movies & music)	0	277	803	526
Subtotal	37,411	18,160	27,232	9,072
Children's & Teen				
Books and audiobooks	16,314	1,559	11,505	9,946
Total	53,725	19,719	38,737	19,018

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Circulation Report

August 2020

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books and audiobooks	10,471	3,799	5,976	2,177
eBooks	7,044	8,063	9,777	1,714
eAudiobooks	3,557	3,639	4,773	1,134
eMagazines		224	355	131
DVDs	11,255	1,757	3,923	2,166
Music	157	34	74	40
Videogames	821	135	478	343
Boardgames	30	9	9	0
Library of Things (equipment, hot spots, cakepans, etc)	91	42	107	65
Kanopy (streaming films)		262	538	276
Freegal (streaming music & downloads)	542	1,444	1,424	20
Hoopla (downloadable books, movies & music)		277	974	697
Subtotal	33,968	19,685	28,408	8,723
Children's & Teen				
Books and audiobooks	12,116	3,973	8,184	4,211
Total	46,084	23,658	36,592	12,934

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Library Management Team Report

Library Manager

September 2021

Alan Robinette, Community Engagement Librarian, and I recently attended the Saline County Cares meeting on September 8th. This group meets monthly to discuss different resources that are available to the people of Saline County. A new Community Resource Guide is forthcoming that has up-to-date information for people who need help finding domestic assistance, educational assistance, rehab and detox facilities, health clinics, utility assistance, and more. Members of the Saline County Cares group include representatives from DHS, CADAC, local churches, women's shelters, Habitat for Humanity.

Our new Public Services Manager, Amanda Garrison, started at the end of August and has taken on the position with zeal. She has a passion for working in libraries, and we are excited to have her as part of the team again!

Since resuming passport services in Benton, our agents have executed 66 applications!

Submitted by,

Leigh Espey
Library Manager

Library Management Team Report

Branch

September 2021

Transition

I was previously in the Public Services department in Benton, but recently transitioned into the Branch Manager position in Bryant. I am so thankful for the opportunity. Rachel, Assistant Branch Manager, and the Bryant employees have been a huge help during this transition.

Circulation Statistics

In July, 349 computers were used and 3,575 patrons came into the library. During August, 288 total computers were used and 2,149 patrons entered the library.

Bryant Book Sale

The Bryant book sale was a huge success. We had numerous patrons come that weren't aware of the branch. \$530.01 was raised during the two day sale.

2021 Seed Library

Our first Seed Library was a huge success. It was held from March 2021 until August 2021 with 289 active patrons. A total of 1730 packs of seeds were dispersed with a variety to choose from. The survey responses were extremely positive. One patron said, "I loved getting the different seeds. I've never planted from a seed before. Me and my 8-year-old loved watching them sprout and grow." Another said, "My mom and I planted all the varieties of flowers that we got in an old wheelbarrow. She loved watching all the blooms all summer. Thanks again for offering these seeds!"

Anna and Bella have started planning for the 2022 Seed Library. So far, they have received over 1,000 packets of seeds through donations. We are excited to continue to grow this program.

Passports

Thanks to Rachel (Bryant Passport Manager), our facility is recertified and have started accepting passport appointments. We have 3 active agents in Bryant and are quickly getting back into the routine of this process.

Staff Changes

Kristen Hodges left in August to accept a full-time teaching position at Maumelle Middle School. McKenzie Hansen left in September due to health issues. We are also sad to see Brett Williams go in October. Brett has been part of the library

family for over 6 years and has helped grow our teen area. He will do great things at Garland County Library.

Matthew Burnett was hired in August as our new part-time Library Assistant. He is doing a great job and our patrons love his helpful personality.

Submitted by,

Rebecca Kidder
Branch Manager

Library Management Team Report

Public Services

September 2021

Introduction

It is very nice to be back at the Saline County Library! Staff and patrons have welcomed me fondly and I'm slowly getting back in the swing of being a full-time public librarian again after being out of state since leaving Saline County Library back in 2018. Managing Public Services is a new challenge for me; however, the Public Services team has made everything so easy. They are a great team and I'm lucky to lead them, and to have an excellent manager and support from administration.

Circulation Statistics

In July, computers were used 708 times, 1658 reference questions were asked and 8926 patrons visited, an average of 357 per day. In August, computers were used 799 times, 1648 reference questions were asked and 8447 patrons visited, an average of 325 a day.

Staff Changes

Before my arrival in August, Taylor Morrissey moved from Public Services to Collection Development, Haley Johnson joined the team as Part-Time Library Assistant and Brian Roberson rejoined the staff as Part-Time Library Assistant. A new Shelver, Lauren Reynolds, also joined us in September. We have a full staff and they're all working hard to make the library a great place for our patrons!

Submitted by,

Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services Department

September 2021

Beginning in September, the Youth Services Department increased our number of live weekly programs to 15 per week, including outreach visits. All live programs are either virtual or they require registration and are being held outside. So far this month, 396 people have attended a youth program.

We are continuing to offer take-home activity kits and passive programs in the building. A new take-home kit with a targeted age range is released every Monday at both library locations, Pre-K, book activity, STEM, and Makerspace crafts. This month's passive program theme is Pokémon! There are I Spy displays, a Pokémon name generator, what is your favorite Pokémon wall, and a who's that Pokémon display. October's passive program theme will be Disney villains.

Rebecca Griffin oversees a passive pen pal program called Letters with a Librarian. 15 children have signed up to receive a monthly letter and activity from a youth services staff member. We recently received this message from a patron, "My son was so excited to get his letter from his pen pal! You guys are amazing. Thank you so much!"

A great deal of progress has been made on the Nature Play Space. The walkway has been poured and the turf has been installed. The next step will be planting the sensory garden with help from the Saline County Junior Master Gardeners.

Submitted by,

Sarah Beth Lesko,
Youth Services Manager

Library Management Team Report

Community Engagement

September 2021

Marketing:

Library Card Sign Up Month has started. We have 13 sponsors and 56 participating businesses. Promotion has gone out. As of 9-16-21, our social media ad has reached 3,328 people and 273 link clicks to our website article. We have a feeling this will not be a big of a year as in the past seeing as many of our outreach events have been cancelled this month.

Our strategic plan committee has created our outline for the plan. We sent out a patron survey via Facebook and email that had over 250 responses. We used those to draft our goals and tactics for the 2022-2025 plan. We are also doing research on our hours and have plans to do additional research for diversity and inclusion as well as potential patrons who just “don’t know how the library could benefit them.”

Jordan and I will present at the Library Marketing and Communication Conference on Nov 2. We will be presenting on creating a campaign with a little (almost none) budget. This will mainly focus on our Library Card Sign Up Month campaigns that were turned into fundraisers.

Outreach:

The CED team has attended several off-site outreach events. Alan, Mason and myself went to the Arkansas Heritage Festival at the end of August and signed up 47 library cards. We literally ran out of card applications. Our booth was very well received and Hot Springs Village was excited to have us there and glad we had not “forgotten” them.

Third Thursdays continue to be successful with the exception of our August event that had rain forecasted and then did rain halfway through the event.

Bella has agreed to help with Becky’s visits to nursing homes adult centers. She and I will be making those contacts soon. Mason will continue to take over Homebound and Pocket Librarian.

Fall Fest is coming up on Sept. 25. We will have our photo booth there but may have to figure out how to print pictures or just email them to the patrons.

We are partnering with the Saline Memorial Hospital, Imagination Library, and Bryant Rotary to start "newborn cards" which will actually be a packet on the importance of early literacy and encourage parents to get a library card and read to their child as well as sign them up for the Imagination Library. Kari is working on this project and they hope to start it in October.

Adult Programming:

We are steadily having 4-5 adult programs a week on average. Our virtual live programs are remaining constant so we will try to tweak them a bit to bump up the numbers.

Alan has found a great niche on his live virtual author talks. He has also taken over the true crime bookclub and gotten two fantastic authors to also do author talks. We expect one of them to draw a large crowd so we are looking to host her at an offsite location and make it in-person. This will not happen until November.

Bella has started a walking club after we had interest but it is taking some time to build up. Her DIY Adventures continues to stay strong and so does Yoga. We have created an SCL Adult Programming Facebook page that has allowed patrons to share their DIYs. The most common sharing on the page right now is the Diamond Art that Alan prepared.

Mason is continuing to host majority of our virtual live programs but is also starting Carpool Cinema in October. A few media outlets have already requested more info on this. He also held a DnD night and had 7 people show up. We kept the group to no more than 10 so we are happy with the turn out.

Submitted by,

Kari Lapp
Community Engagement Manager

Library Management Team Report

Building Operations Department

August/September 2021

IT/Technology: August and September were spent maintaining the network and troubleshooting everyday issues. We did meet with Promas, our network support provider, about restructuring our network in the future. We are currently developing a plan to make this happen within the next year. We mainly spent our time keeping the network running so that staff could perform their daily duties. There was an attempted cyber-attack on the computer that controls the lockers, but I was able to limit the damage to just that computer. Because of the way our network is structured, our library network was never at risk. I have been working with International Library Services to get the lockers back up and ready for use.

Maintenance: We worked in conjunction with Harrison Energy to update the control package for our HVAC in Benton. We were also on hand to help out in implementing the Nature Space outside of Youth Services in Benton. Billy has worked hard to keep the buildings well-lit and in top shape, from a maintenance standpoint. Rhonda has continued to work tirelessly to ensure that the library is presentable and clean for staff and patrons, alike.

As a final note, sadly, Rhonda will be retiring at the end of the month. She has been an indispensable member of our library staff since 2006 and she will be sorely missed.

Submitted by,

Rob Walton
Building Operations Manager

Saline County Library

Compensation Policy DRAFT

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.

The Saline County Library Pay Schedule is made up of 9 pay grades: 1 (lowest) to 9 (highest). Library positions are distributed among pay grades based on the level of difficulty, responsibility, and qualifications required. Every grade has 17 step rates that are each worth approximately 2.5%.

New employees must start at no less than the minimum starting rate in the pay grade of the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience, and should be in proper relation to similarly situated employees in the same pay grade.

Types of pay increase

1. Step Rate Increase – merit/performance

Step rate increases are used to reward successful performance. Each year, the Saline County Library Board of Trustees will determine whether adequate funding for the step increase is available. In years in which the budget can support a step increase, staff with satisfactory performance will be increased by one step, or approximately 2.5%. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. The step rate increase is completely at the discretion of the library board.

Evaluation of Employee Performance

Employee performance is to be formally reviewed **twice** each year. 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. All performance evaluations are reviewed by the Director and HR Manager to ensure accuracy and consistency between departments.

Employee performance evaluations rate ten key areas with a rating scale of 1=Never to 5=Always resulting in overall scores from 10 to 50. Employees receiving scores of 40 and higher have demonstrated satisfactory performance. Employees receiving scores of 39 or lower are considered to have demonstrated unsatisfactory performance and are not eligible for a step rate increase.

If the average score of the employee's two performance evaluations for the year show that performance expectations were met during the year, the employee will be eligible to receive a raise on **the first day of the pay period following** their anniversary date.

Step Rate Increase Eligibility

Employees at the maximum of their pay grade shall have their base pay frozen and are not eligible for a step increase until their rate falls below the maximum of the range due to a cost of living adjustment.

Step increases are not automatic and are solely at the discretion of the library board.

Seasonal employees are not eligible for step increases.

2. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise equivalent to one or two steps under the following circumstances:

- Any library employee earning a Master's Degree in Library Science from an ALA-accredited program - two steps
- Any employee in a non-library specific position earning a Bachelor's or Master's degree in a field that directly pertains to their position – one step
- Any employee earning a significant certification directly pertaining to their position – one step

The eligibility of a non-library specific degree or certification will be decided by the HR Manager. Upon successful completion of the degree program, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

3. Cost of Living Adjustment (COLA)

The cost of living adjustment is a periodic increase to the entire pay schedule that accommodates the rising cost of living. Every year the Board of Trustees will review the COLA as determined by the Social Security Administration and any premium increases in the Saline County benefits package. ~~As a general rule, COLAs are only made every 3-5 years.~~

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. **Meeting agendas are posted three days before the meeting.** 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 chair or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III- **Terms of Office and Officers**

Board officers shall be as follows: Chair, vice-chair and secretary. The library director shall serve as secretary of the board or designate a staff member.

~~All other trustees nominations officers shall be appointed by~~ **submitted to the County Judge for approval by the Quorum Court** through recommendation by the library board. **The board shall consist of up to seven (7) members.** Each trustee officer shall serve a term of 5 years in such office, and may ~~be~~ serve only 2 consecutive terms. **Board members must reside in Saline County.**

The board chair is the trustee whose term of office will expire soonest. The board chair shall preside at all meetings, 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 chair, the vice-chair shall perform all duties authorized for the chair.

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 chair 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 – Resignation, Vacancies, Termination and Absences

Resignation from the board must be in writing and received by the secretary.

When a vacancy occurs, the secretary must receive nominations for new members from present board members in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting and submitted to the County Judge for approval by the Quorum Court. Persons who fill out a previous board member's term are eligible to serve a regular term of office.

A board member shall be terminated from the board due to excess absences, more than three unexcused absences from board meetings in a year. An absence may be excused a majority vote of the board. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Article VII - 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 VIII – 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 IX – 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 9/20/2021

Items to be Deleted from Inventory
September 20, 2021

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
0516	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0517	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0520	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0521	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0522	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0523	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0526	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0527	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0528	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0529	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0534	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0535	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0820	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0827	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library
0849	Cushioned Chair	690.18	Aug 2003	Innerplan	Donate to nonprofit or partner library

1711	Scanner	1278.18	Sep 2008	Sage	Obsolete
2080	Early Literacy Station	3762.50	April 2010	AWE	Obsolete
2081	Early Literacy Station	3762.50	April 2010	AWE	Obsolete
2090	CPU	637.06	Dec 2009	TKI	Obsolete
2617	Laptop	817.51	Apr 2012	BCI	Obsolete
2619	Docking Station	182.46	Apr 2012	BCI	Obsolete
2621	Docking Station	182.46	Apr 2012	BCI	Obsolete
2640	Silhouette Cameo Electronic Cutting Tool	269.99	May 2012	Amazon	Obsolete
2645	Office Chair	192.43	Sep 2012	Hubble- Mitchell	Damaged
2696	20" CTL Monitor	104.49	Dec 2012	CTL Corp	Obsolete
2709	Dell Latitude Laptop	833.18	Dec 2012	BCI	Obsolete
2738	HP Microtower PC	730.35	Jan 2013	BCI	Obsolete
2745	HP Microtower PC	730.35	Jan 2013	BCI	Obsolete
2750	HP Microtower PC	730.35	Jan 2013	BCI	Obsolete
2791	Switch	185.00	Jun 2013	PROMas	Obsolete
2839	Laptop	833.18	Jan 2014	BCI	Obsolete
2843	Laptop	833.18	Jan 2014	BCI	Obsolete
2851	Scanner	2075.99	Oct 2014	Overstock	Obsolete
2901	Ergotron Standing Desk	519.94	Jul 2017	Amazon	Obsolete



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 September 20, 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, Youth Services Manager	\$5000
Leigh Espey, Library Manager	\$5000
Rebecca Kidder, Bryant Branch Manager	\$2000
Kari Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$2500
Billy Jack Osborne, Maintenance Coordinator	\$500

Please add a credit account for Rebecca Kidder in the amount of \$2000.

Signed,

Caroline Miller-Robinson
Chair, Library Board of Directors

RE: Resolution for First Security Bank Check Signers

At the Saline County Library Board of Trustees meeting on September 20, 2021, the Board of Trustees approved check signing privileges for the following staff:

Patty Hector, Director

Leigh Espey, Library Manager

Heather Phipps, HR Manager

Brad Crumby, Financial Coordinator

Please make the change that is highlighted.

Signed,

Caroline Miller-Robinson

Chair, Library Board of Directors

Strategic Plan 2022-2025

Goal 1: Improve the Collection

- **Objective 1:** Reduce wait time for materials
 - **Tactic:** Reduce holds ratio to 4:1
 - **Tactic:** Purchase more copies of popular material
 - **Tactic:** Process new materials more efficiently
- **Objective 2:** Make our collections more accessible
 - **Tactic:** Add more diverse & inclusive materials available in various formats
 - **Tactic:** Create visible directional signage
 - **Tactic:** Look into adding more catalog stations in our buildings

Goal 2: Improve the Space

- **Objective 1:** Create an inviting, welcoming space
 - **Tactic:** Incorporate more colors in the buildings
 - **Tactic:** Design cozy and comfortable reading spots and meeting areas
 - **Tactic:** Research study rooms and spaces
 - **Tactic:** Utilize informational and entertaining displays
- **Objective 2:** Construct an accessible outdoor space
 - **Tactic:** Organize reading and social areas
 - **Tactic:** Add more landscaping
 - **Tactic:** Direct people to our buildings with off-site signage
- **Objective 3:** Increase staff visibility & morale
 - **Tactic:** Greet and recognize patrons
 - **Tactic:** Research ways for staff to be more visible
 - **Tactic:** Host staff in-service days
 - **Tactic:** Participate in interdepartmental training

Goal 3: Improve Programming and Outreach

- **Objective 1:** Engage adults
 - **Tactic:** Target new adults (20-somethings)
 - **Tactic:** Host unique, informative programs
 - **Tactic:** Partner with adult learning centers
 - **Tactic:** Host family-friendly programming?????? (whole family)
- **Objective 2:** Collaborate with community groups
 - **Tactic:** Bring in community groups for workshops
 - **Tactic:** Invite special guest programmers
 - **Tactic:** Research neighborhood pop-ups
 - **Tactic:** Enhance advertisement of programs

Goal 4: Improve Inclusion and Opportunity

- **Objective 1:** Support the community
 - **Tactic:** Provide outreach to English language learners
 - **Tactic:** Research community needs and demographics
 - **Tactic:** Learn how we can help with food insecurity
 - **Tactic:** Initiate programs for the disabled community
- **Objective 2:** Be available
 - **Tactic:** Continue fine-free
 - **Tactic:** Explore access for after-hours
 - **Tactic:** Design an accessible website and catalog