

AGENDA

Saline County Library Board of Trustees

11/15/21 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 9/20/21 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. Library Management Team Reports
- VI. Unfinished Business
 - a. Final Approval of 2022 Budget
 - b. Employees Below Minimum Range on New Pay Scale
- VII. New Business
 - a. Library Deletions
 - b. State ARPA Funds Application - revised
 - c. Furniture Quote for Privacy Seating Upstairs
 - d. Resolution for Credit Card
- VIII. Adjourn

Next regular board meeting 1/17/22 at 3:30 p.m.

Board Meeting Minutes

September 20, 2021

Attendees:

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

Margaret Regnier, Friends of the Library
Patty Hector, Director
Leigh Espey, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator

- I. Call to Order
Miller-Robinson called the meeting to order at 3:36 PM.
- II. Announcements
No Announcements
- III. Minutes from the 7/19/2021 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 reports with a change to the line 8200 to have a separate line for tuition reimbursements. Jordan seconded the motion, which passed unanimously.
 - b. Budget Modification Report
Nolley moved to accept the report as presented. Jordan seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Friends of the Library Report – Volunteer, Margaret Regnier reported that book sales from January – April earned \$2,000, sales from May – August earned \$7,812. The recently donated \$4,450 for the new nature play space. Friends are also a big supporter of the Experiences Saline County Library magazine and pay for it to be printed. Furniture was recently purchased for the used book store, and they used money for supplies to create the back to school bags, and will also be getting supplies for the Christmas bags.
 - b. Director's Report - *Included in packet*, Hector announced that she is still investigating becoming a regional library.

- c. Circulation Report & Website Statistics – *Included in packet*
- d. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services,

VI. Old Business

a. Compensation Policy

Jordan moved to approve the compensation policy with the following change: instead of “anniversary date” use “annual increase in January.” Douglas seconded the motion, which passed unanimously.

b. Bylaws Changes

Nolley motioned to approve the bylaws as corrected. Jordan seconded the motion, which passed unanimously.

c. Draft 2022 Budget

No motion made. Will discuss in November meeting.

VII. New Business

a. Library Deletions

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

b. Resolution for Credit Card Changes and Check Signer Addition

Jordan motioned to add Branch Manager, Rebecca Kidder for a Credit Card, and Library Manager, Leigh Espey as a check signer. Douglas seconded.

c. Market Pay Study by Johanson Group

Blair Johanson from Johanson Group gave a presentation on the recent 2021 market study. He recommended that we bring the individuals who were under the minimum pay range up in the first quartile then implement a 4% increase for January 1st 2022.

Board went into executive session from 5:08 PM to 5:29 PM.

No action was taken during the executive session. Jordan moved to have a 3% salary increase across the board retroactive back to July 1st effective immediately. Douglas seconded the motion, which passed unanimously.

Douglas motioned to move the 10 employees identified under the minimum range to the first quartile. Jordan seconded the motion. Nolley moved to amend the motion and increase the 10 employees identified and the 2 other employees discussed to the 1st quartile. Motion was withdrawn to reevaluate the increases of the 12 employees once the 3% increase was in place.

Jordan motioned to approve the new 2021 pay scale presented by Johanson Group. Nolley seconded the motion, which passed unanimously.

d. Draft 2022 – 2025 Strategic Plan

No motion needed. Library Fines were discussed and agreed that there will not be an end date to no longer having fines.

VIII. Miller-Robinson adjourned the meeting at 5:54 PM.

Submitted by,

Heather Phipps
HR Manager
Board Secretary



Saline County Library

Income & Expense Report

January - October, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
3047 Grant Monies	55,146.22		-55,146.22	
4150 Tax Receipts	2,305,449.84		-2,305,449.84	
4200 State Aid	84,797.23		-84,797.23	
4210 State Scholarship Money	5,850.00		-5,850.00	
4255 Advertising Income	3,804.44		-3,804.44	
4310 Book Sale	13,815.12		-13,815.12	
4330 Copies/Printing	7,549.91		-7,549.91	
4340 Damage	593.38		-593.38	
4350 Fines / Fees	3,125.45		-3,125.45	
4365 Fundraising	790.21		-790.21	
4370 Gifts/Memorials	416.93		-416.93	
4410 Interest Income	11,763.52		-11,763.52	
4420 Lost Item	2,459.04		-2,459.04	
4450 Out of County Card	89.27		-89.27	
4455 Passport Fee	6,250.45		-6,250.45	
4460 Refund	23,883.43		-23,883.43	
4470 Replacement Card	186.91		-186.91	
Total Revenue	\$2,525,971.35	\$0.00	\$ -2,525,971.35	0.00%
GROSS PROFIT	\$2,525,971.35	\$0.00	\$ -2,525,971.35	0.00%
Expenditures				
6560 Payroll Expenses	-150.00		150.00	
0100 Wages	1,239,791.53	1,666,797.59	427,006.06	25.62 %
0600 Taxes (Fed, AR, SUTA)	90,083.16	132,000.00	41,916.84	31.76 %
0800 Retirement	182,828.97	246,000.00	63,171.03	25.68 %
0900 Insurance Benefits	163,588.07	228,000.00	64,411.93	28.25 %
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	1,109.11	1,000.00	-109.11	-10.91 %
Company Contributions	0.00		0.00	
Total 6560 Payroll Expenses	1,677,250.84	2,279,797.59	602,546.75	26.43 %
6700 Supplies				
1600 Printing	5,688.93	10,000.00	4,311.07	43.11 %
1700 General Supplies	17,519.53	30,000.00	12,480.47	41.60 %
2000-1 Janitorial Supplies	3,074.18	8,000.00	4,925.82	61.57 %
3300 Service Contracts	107,204.30	110,000.00	2,795.70	2.54 %
Total 6700 Supplies	133,486.94	158,000.00	24,513.06	15.51 %
6800-1 Professional Services				
4900 Communications	33,446.17	30,000.00	-3,446.17	-11.49 %
5000 Postage	5,884.87	12,000.00	6,115.13	50.96 %
6800 Other Professional Services	18,763.58	20,000.00	1,236.42	6.18 %
Total 6800-1 Professional Services	58,094.62	62,000.00	3,905.38	6.30 %
7000 Transportation				

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
70-2500 Fuel for Library Vehicle Use	1,019.30	3,000.00	1,980.70	66.02 %
70-5200 Fuel for Personal Vehicle Use	480.11	1,000.00	519.89	51.99 %
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
Total 7000 Transportation	1,499.41	5,000.00	3,500.59	70.01 %
7050 Advertising				
5500 Advertising	16,797.60	25,000.00	8,202.40	32.81 %
Total 7050 Advertising	16,797.60	25,000.00	8,202.40	32.81 %
7100 Insurance				
71-5800 Fire and Extended Coverage	13,234.00	15,000.00	1,766.00	11.77 %
71-5900 Vehicle Insurance	2,133.31	4,000.00	1,866.69	46.67 %
Total 7100 Insurance	15,367.31	19,000.00	3,632.69	19.12 %
72-6000 Utilities				
6100 Electricity	59,878.20	75,000.00	15,121.80	20.16 %
6200 Gas	9,343.29	15,000.00	5,656.71	37.71 %
6300 Water	3,812.06	5,000.00	1,187.94	23.76 %
6400 Waste Disposal	5,719.92	6,000.00	280.08	4.67 %
Total 72-6000 Utilities	78,753.47	101,000.00	22,246.53	22.03 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	16,908.49	40,000.00	23,091.51	57.73 %
73-6600 Machinery and Equipment	39,266.56	40,000.00	733.44	1.83 %
Total 7300 Repairs and Maintenance	56,175.05	80,000.00	23,824.95	29.78 %
7400 Miscellaneous				
74-7300 Dues and Memberships	2,836.00	5,000.00	2,164.00	43.28 %
7900 Meals and Lodging	794.50	1,000.00	205.50	20.55 %
8200 Refund	67.40	2,000.00	1,932.60	96.63 %
8300 Scholarship Payment	5,850.00	5,850.00	0.00	0.00 %
8600 Software	41,368.89	55,000.00	13,631.11	24.78 %
Total 7400 Miscellaneous	50,916.79	68,850.00	17,933.21	26.05 %
8500-1 All Programming	61,425.85	90,000.00	28,574.15	31.75 %
8700 Staff Development	11,396.43	12,546.19	1,149.76	9.16 %
8752 Fundraising Expenses	1,100.90	1,000.00	-100.90	-10.09 %
8800 Books/Magazines/Video/Audio	355,752.04	550,000.00	194,247.96	35.32 %
G2019 Grant 2019	28,129.69		-28,129.69	
Grant-3047 ARPA Grant 2021	54,670.46	56,792.00	2,121.54	3.74 %
Total Expenditures	\$2,600,817.40	\$3,508,985.78	\$908,168.38	25.88 %
NET OPERATING REVENUE	\$ -74,846.05	\$ -3,508,985.78	\$ -3,434,139.73	97.87 %
Other Expenditures				
9100 Building and Furnishings	9,203.98	100,000.00	90,796.02	90.80 %
9300 Machinery and Equipment	11,400.59	40,000.00	28,599.41	71.50 %
9500 Other Miscellaneous Expenditure		84,552.36	84,552.36	100.00 %
Total Other Expenditures	\$20,604.57	\$224,552.36	\$203,947.79	90.82 %
NET OTHER REVENUE	\$ -20,604.57	\$ -224,552.36	\$ -203,947.79	90.82 %
NET REVENUE	\$ -95,450.62	\$ -3,733,538.14	\$ -3,638,087.52	97.44 %

Saline County Library Board

2021 Budget Modification Form

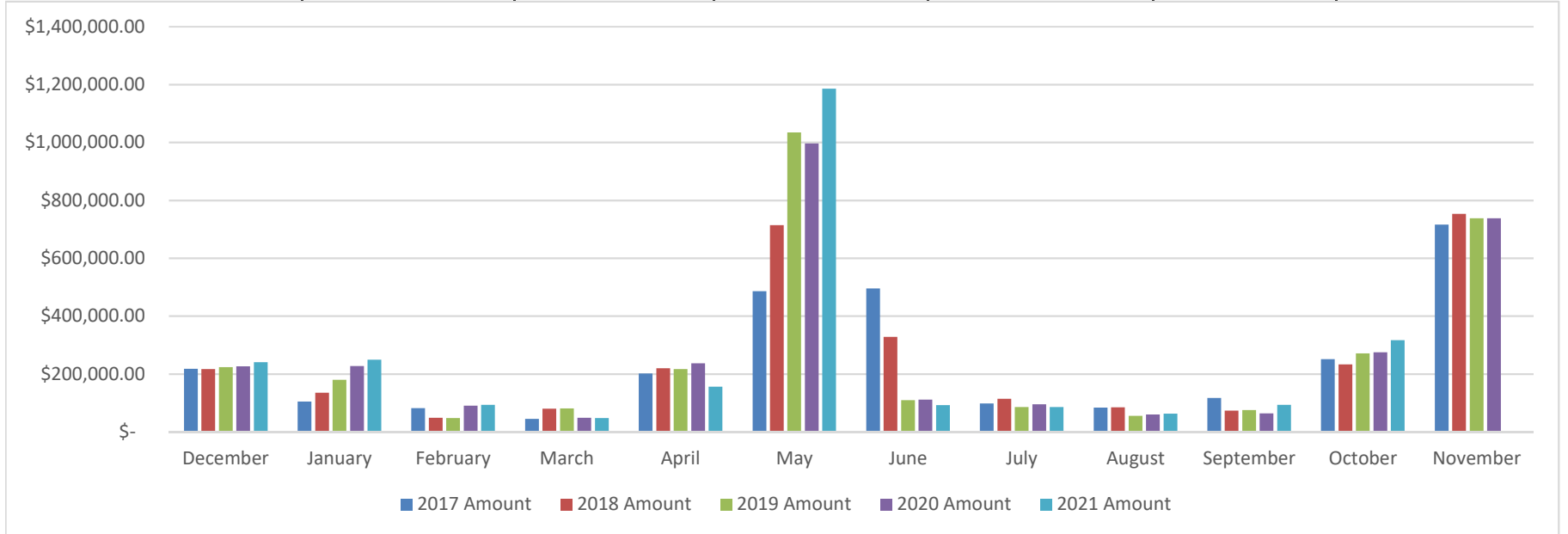
Prepared By: Brad Crumby

Date: 11.15.2021

O T H E R I N C O M E	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
							\$ -		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	1200	Other Fringe Benefits	1,000.00	1,000.00	1,109.11	(109.11)	500.00	1,500.00	390.89
	9500	<i>Other Miscellaneous Expenditure</i>	89,552.36	84,552.36	-	84,552.36	(500.00)	84,052.36	84,052.36
	3300	Service Contracts	105,000.00	110,000.00	107,204.30	110,000.00	3,000.00	113,000.00	5,795.70
	9500	<i>Other Miscellaneous Expenditure</i>	89,552.36	84,052.36	-	84,052.36	(3,000.00)	81,052.36	81,052.36
	4900	Communications	30,000.00	30,000.00	33,446.17	(3,446.17)	9,000.00	39,000.00	5,553.83
	9500	<i>Other Miscellaneous Expenditure</i>	89,552.36	81,052.36	-	81,052.36	(9,000.00)	72,052.36	72,052.36
	8752	Fundraising	1,000.00	1,000.00	1,100.90	1,000.00	500.00	1,500.00	399.10
	9500	<i>Other Miscellaneous Expenditure</i>	89,552.36	72,052.36	-	72,052.36	(500.00)	71,552.36	71,552.36
							\$ -		

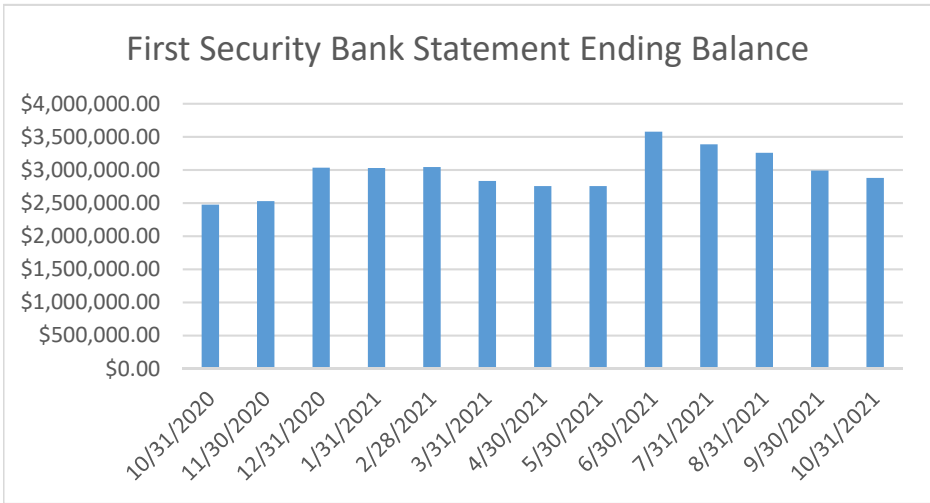
TAX RECEIPTS

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	\$ 93,021.74	\$ 29,488.36
October	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88	\$ 316,655.67	\$ 41,544.79
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	\$ 2,622,105.51	\$ 192,212.94



First Security Bank Statement Ending Balance

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
9/30/2021	\$2,990,957.80
10/31/2021	\$2,879,185.93



WEBSALES**August 25, 2021 - October 26, 2021**

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>
Beginning balance		\$ 141.51			\$ 20.65	\$ 120.86
Uncle Mugsy and the Terrible Twins of Christmas	9/26/2021	\$ 15.00	\$ 5.08	\$ 2.65	\$ 7.73	\$ 7.27
Hills of Home: The Rural Ozarks of Arkansas	10/4/2021	\$ 20.05	\$ 5.08	\$ 3.49	\$ 8.57	\$ 11.48
Generals in Gray: Lives of the Confederate Commanders	10/6/2021	\$ 25.10	\$ 4.45	\$ 4.30	\$ 8.75	\$ 16.35
Income directly deposited in general account		\$ (60.15)		\$ (10.44)	\$ (10.44)	\$ (49.71)
Papercut transactions (Aug 25, 2021 - Oct 25, 2021)		\$ 230.48				\$ 230.48
Subtotal		\$ 371.99			\$ 35.26	\$ 336.73
Transfer, October 26, 2021		\$ 331.41			\$ 31.41	\$ 300.00
Ending Balance		\$ 40.58			\$ 3.85	\$ 36.73

Library Management Team Report

Director

October-November 2021

BambooHR Performance Software

Heather and I demo-ed a software module available through our HR software, Bamboo. We really liked it, as did the managers. It's around \$2,500 and will significantly improve our evaluation process by giving us reminders, keeping track of employee goals and accomplishments through-out the year and using 360 and peer evaluations. We'll start using it in January.

Parking Lot Lights

As soon as it started getting dark in the evenings, we noticed that our south parking lot lights weren't working. Turns out the construction of the Nature Play Space cut the wiring to the lights. We were hoping that the ARPA funds would be able to pay for the repair, but we found out this week that maintenance projects won't be funded. Rob is getting quotes for the project. Staff who work until 7:00 p.m. are encouraged to park in the parking lot on the west side.

HVAC

As soon as we got the HVAC controller paid for we were informed that the chiller needs to be replaced. This is the extremely expensive equipment that I have been dreading having to replace. The revised state ARPA grant application includes HVAC issues since they are pandemic related so I'm hoping that we get the money. A new chiller costs \$130,000.

Network Re-do

Rob and I have been looking at when IT can take the network down and rebuild it from scratch. It will take a week to do it. He's going to need ProMAS to help. He's getting a quote from them. We were thinking either Christmas or August as both are slow times for us.

Submitted by,

Patty Hector

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books	9,208	4,530	5,686	1,156
eBooks	6,644	11,890	10,567	1,323
eAudiobooks	3,516	4,388	4,509	121
eMagazines	295	225	438	213
DVDs	9,582	1,786	2,778	992
Music	284	19	70	51
Videogames	647	113	278	165
Boardgames	16	6	8	2
Library of Things (equipment, hot spots, cakepans, etc)	89	28	65	37
Kanopy (streaming films)	137	328	691	363
Freegal (streaming music)	542	1,240	805	435
Hoopla (downloadable books, movies & music)		332	855	523
Subtotal	30,960	24,885	26,750	6,075
Children's & Teen				
Books	10,608	3,763	8,359	6,845
Total	41,568	28,648	35,109	6,461

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books	9,814	4,629	5,648	1,019
eBooks	6,717	11,198	14,118	2,920
eAudiobooks	3,651	4,187	4,598	411
eMagazines	287	297	461	164
DVDs	10,816	1,857	3,257	1,400
Music	259	25	45	20
Videogames	670	161	312	151
Boardgames	17	11	9	2
Library of Things (equipment, hot spots, cakepans, etc)	313	49	98	49
Kanopy (streaming films)	185	300	682	382
Freegal (streaming music)	892	1,513	973	540
Hoopla (downloadable books, movies & music)		395	867	472
Subtotal	33,621	24,622	31,068	6,446
Children's & Teen				
Books	11,527	4,486	8,649	4,163
Total	45,148	29,108	39,717	10,609

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Library Management Team Report

Community Engagement

November 2021

These past months have been super busy in Community Engagement since it is festival season. Below are some quick stats for the past three months.

We have held 50 Programs.

Attendance was 186 combined

Facebook reach was over 3000 combined

Made and distributed 625 kits

Attended 8 outreach events

Signed up 70 library cards

Tested photo booth and had 50 participants who gave us their emails

Not included in those stats is our Mara Leveritt author talk that had 150 people attend and 50 watch the live event. She also sold 83 books, which meant she donated \$800 to the nature play space. This is the most attended adult program in library history that we can think of!

Bella started her new position in the department as Outreach Coordinator is already planning several programs. Susie is hitting the ground running with holiday programs in December as our new adult programmer. Bella and Jordan are applying for Leadership Saline County.

Submitted by,

Karri Lapp

Community Engagement Manager

Library Management Team Report

Library Manager

November 2021

We are excited to have Wendy Christy move into the role of Youth Services Manager! Wendy's experience and tenure at SCL are going to be beneficial in her new role! She, along with Rebecca Kidder, was chosen to participate in the State Library's leadership course, All-In, that will take place next year. This is a great opportunity for each of them!

The Saline County Cares group has collaborated with the EAST Program at Benton High School to create a website and online resource guide for Saline County. There is not a go-live ETA yet, but we will pass along that information when it comes. Allie Stanton with the Immunization Coalition of Arkansas approached the group and asked if she could set up at the Ralph Bunch National Night Out event that occurred on Saturday, November 6, to hand out surveys to determine: a. the vaccination percentage of those that filled out the survey and b. what were the catalysts for people to either receive or not receive the vaccine. She had 51 people complete the survey, and only six of those had not been vaccinated! She will release the rest of the data to the group soon, but that was her preliminary pull of data. She also had a pharmacist from Smith Caldwell Pharmacy attend to offer vaccines for 12 and older. Only two people took the shot, and they were both booster shots.

Passport application acceptance and notary services continue to be highly in-demand services.

Submitted by,

Leigh Espey
Library Manager

Library Management Team Report
Building Operations Department
October/November2021

IT/Technology: October and November were spent maintaining the network and beginning the process of updating the remaining computers that had not been updated. Kyle and I also updated all of the public computers to alleviate a printing issue that had been introduced with an update on our Papercut server.

Maintenance: We ran into an issue with power to the parking lot lights being lost and were able to trace out where the power had been disconnected. We are now working on a plan to get the power fully restored to the lights that are impacted by the outage. Other than that, Billy has been doing his best to meet the maintenance needs of the staff and the property.

We also introduced a new housekeeper to the team: Britton Luker. She hit the ground running and has done an amazing job with keeping our spaces clean and presentable for staff and patrons, alike.

On a personal note, my son, Wesley Carter Walton, was born on October 29th and I am so excited to welcome him into the Saline County Library family!

Submitted by,

Rob Walton
Building Operations Manager

Library Management Team Report

Branch

November 2021

Arkansas Library Leadership Institute (ALL-In)

I was accepted into the third cohort of ALL-In hosted by the State Library. I am excited for this opportunity and look forward to what I'll learn.

Statistics

September and October have been busy months for the Branch. In September, 2963 patrons came into the library, 331 computers were used, 18 new passports, and 50 notaries were completed. During October, 3279 patrons entered our building, 392 computers were used, 20 passports and 51 notaries were processed.

Staff Changes

Elizabeth Nalley transitioned from being part-time in Public Services at Benton to a full-time Library Assistant in Bryant. She is now over hotspots and has done an amazing job getting these organized for our patrons.

Matthew Burnett has moved into the full-time Youth Services position. He's been busy learning his new duties and planning programs.

Rebekah Davidson recently moved from a Shelver position to a part-time Library Assistant. Unfortunately, her husband has been stationed in Georgia and will soon be leaving.

Faviola Alba started this month as our new Shelver. She has picked up these duties and responsibilities quickly.

Submitted by,

Rebecca Kidder
Branch Manager

Library Management Team Report

Youth Services Department

November 2021

In person programs have been going well this fall. The weather has been nice enough to be outside, but we have started to move some registration only programs into the meeting room. September program attendance was 910 and October was 1,116.

Our Halloween programs in Bryant were really fun. We had 81 people attend the Halloween storytime and 219 people came to Trunk or Treat. We had several people tell us that our trunk or treat was the best one they have been to! Dana, Jennifer, Jordan, Wendy, and Becca worked so hard on the decorations and planning the games. They turned out fantastic.

We have been making some changes in our children's collections. All of the easy juvenile nonfiction books have been separated from the rest of the J nonfiction to make their own E nonfiction collection. Soon we will begin the process of genrefying all of the youth nonfiction books, similar to the adult nonfiction collection. We are also in the process of creating juvenile fiction book club kits. These kits are geared toward middle school teachers and homeschool families with children ages 9-12.

We have had multiple staffing changes in the Youth Services Department recently. Brett Williams, one of our youth services staff in Bryant, resigned in October and was replaced by Matthew Burnett. Matthew comes to us from our Public Services Department. My last day is November 12th and Wendy Christy will replace me as Youth Services Manager. Wendy has worked at the Saline County Library for 12 years. I am sad to leave, but I know Wendy will do a fantastic job leading the department.

Submitted by,

Sarah Beth Lesko
Youth Services Manager

Library Management Team Report

Public Services

November 2021

Statistics

In September, computers were used 736 times for 472 hours, 22 minutes, 1451 questions were asked and 10494 patrons visited, an average of 420 per day. In October, computers were used 761 times for 435 hours, 31 minutes, 1665 questions were asked, and starting the second week, were broken down into different types ending with a monthly total minus the first few days of 248 computer questions, 564 general questions, 128 reference questions and 345 phone calls. 8888 patrons visited, an average of 342 a day.

Staff Changes

We've had several staffing changes since September. Shelver Denman Gillett retired after many years with us and Shelver Layla Patrick left to focus on school, but is now a Seasonal Employee, so we'll be seeing her again! We hired Susie Sward to work part time, but she had such great programming experience, she is now part of the Community Engagement department. Now Public Services is fully staffed again with Kathy Dane and Raye Gresham joining us as shelvers and Lily Webb as our new part-time person. We're all still working hard for our patrons!

Submitted by,

Amanda Garrison, MLS
Public Services Manager

2022 Draft Budget

Item #	Budget Classification	2021	2022	Notes
Personnel Budget				
Salaries				
	Full-time Salaries	\$1,430,064.00	\$1,450,000.00	
	Part time Salaries	\$236,733.57	\$210,000.00	includes seasonal & PIC pay
	Total Salaries	\$1,666,797.57	\$1,660,000.00	
Benefits				
200	Step increases for 25 staff who qualify			\$26,800
600	Payroll Taxes	\$132,000.00	\$132,000.00	
800	Noncontributory retirement (15.32%)	\$246,000.00	\$255,000.00	percentage went up for library
900	Healthcare	\$228,000.00	\$230,000.00	health insurance had slight increase
1000	Worker's Comp	\$6,000.00	\$6,000.00	
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	
	Total Benefits	\$613,000.00	\$624,000.00	
Total Personnel Budget		\$2,279,797.57	\$2,284,000.00	
Other Services and Charges				
Supplies				
1600	Printing	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	
3300	Service Contracts	\$105,000.00	\$105,000.00	
Professional Services				
4500	Engineering and Architectural	\$0.00	\$5,000.00	
4900	Communications	\$30,000.00	\$40,000.00	e-rate discount runs from July-June and is discount on AT&T bills for Internet only. Budgeted amount needs to reflect charges w/out e-rate discount; added new internet account for East End holds lockers
5000	Postage	\$12,000.00	\$12,000.00	passports, books-by-mail and ILL
6800	Professional Services	\$15,000.00	\$15,000.00	IT plans to re-work network with Promas

2022 Draft Budget

	Transportation			
2500	Fuel for Vehicle Use	\$3,000.00	\$3,000.00	
5200	Mileage Reimbursment	\$1,000.00	\$2,000.00	
5300	Travel (airline and rental car, etc)	\$1,000.00	\$5,000.00	
	Advertising and Marketing			
5500	Advertising and Marketing	\$25,000.00	\$25,000.00	
	Insurance			
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	
	Utilities			
6100	Electricity	\$75,000.00	\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00	
6300	Water	\$5,000.00	\$6,500.00	
6400	Waste Disposal	\$6,000.00	\$8,000.00	prices have increased
	Repairs and Maintenance			
6500	Building and Improvements	\$40,000.00	\$40,000.00	energy assessment improvements
6600	Machinery and Equipment	\$40,000.00	\$20,000.00	
	Miscellaneous			
7900	Meals and Lodging	\$1,000.00	\$3,000.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	
8600	Computer Software	\$55,000.00	\$80,500.00	purchased new software with annual fees in 2021
8700	Staff Development	\$12,500.00	\$5,000.00	2021 was VIP2 training for all staff
8752	Fundraising	\$1,000.00	\$1,000.00	
	Materials			
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	
9100	Building and Furniture	\$100,000.00	\$100,000.00	painting

2022 Draft Budget

9300	Machinery and Equipment	\$40,000.00	\$35,000.00	
G2019				
9500	Miscellaneous (not earmarked)	\$89,552.00	\$9,131.00	
	Total Other Services and Charges	\$1,386,052.00	\$1,324,131.00	
	Total Budget	\$3,665,849.57	\$3,608,131.00	
	Estimated Income			
	Millage*	\$3,167,386.00	\$3,300,000.00	
	State Aid	\$119,215.31	\$113,631.00	
	Fines, Fees, and Copies	\$5,000.00	\$5,000.00	
	Interest	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$250,000.00	\$150,000.00	
	Passports	\$5,000.00	\$7,500.00	
	Book Sales	\$10,000.00	\$10,000.00	
	Fundraising	\$0.00	\$2,000.00	
	Projected Revenue	\$3,576,601.31	\$3,608,131.00	

*previous year's tax receipts are used

\$0.00

Item to be Deleted from Inventory
November 15, 2021

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
1991	Filing Cabinet	73.59	Apr 2009	Office Depot	Damaged

American Rescue Plan in Arkansas Public Libraries
Application for Non-Competitive Infrastructure Funds
Deadline – October 4, 2021

The following is a non-competitive application that will allow the applicant and the Arkansas State Library to better plan for the use of ARP funds.

ADMINISTRATIVE USE ONLY

Date: [Click here to enter date.](#)

Award # [Click here to number.](#)

Application Complete

App

LoA

W-9

The Application is divided into three sections: Library Information, Narrative, and Budget. The Application Guidelines explains the different sections. Completion of this form does not imply ASL's approval of an expenditure, and each application will be reviewed for compliance.

SECTION 1 – LIBRARY INFORMATION

Library: Saline County Library

Mailing Address: 1800 Smithers Dr.

City: Benton

Zip Code: 72015

Library Director: Patricia Hector

Email: pattyh@salinecountylibrary.org

Phone: 501-778-4766 ext. 1001

Project Manager (if different from Director): Leigh Espey

Email: leighe@salinecountylibrary.org

Phone: 501-778-4766 ext. 1002

SECTION 2 - NARRATIVE

The purpose of these funds is to allow Arkansas Public Libraries to address deferred maintenance issues in their facilities, or to provide direct pandemic response. *Note: Funds cannot be used to pay library employees.* Examples of appropriate uses for these funds include, but are not strictly limited to:

ADA structural compliance

Book Lockers

Drainage issues

Grounds improvements for accessibility or safety

Gutter replacement

HVAC repair

HVAC replacement

Lead paint abatement

Mold abatement and remediation
New parking for curbside service or
handicapped accessibility
Parking lot repairs
Purchase and installation of barriers for
personal protection
Purchase and installation of hands-free
water bottle fillers
Purchase and installation of hands-free
water bottle fillers
Repair of spalling bricks or block
Replacement of damaged or hazardous
flooring, including carpet
Roof repairs
Roof replacement
Toilet replacement

Deferred Maintenance

Deferred Maintenance items should:

- Address deficiencies in building systems
- Address safety issues present in the library or on library grounds
- Address accessibility issues present in the library or on library grounds
- Correct conditions in the physical plant that create liabilities
- Provide equipment that will facilitate maintenance of the library or library grounds

Describe what you plan to purchase and accomplish. Include, where applicable, how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum.

Pandemic Response

Pandemic Response items should:

- Enable cleaning/disinfecting of library to prevent disease transmission
- Reduce contact (*Plexi-glass barriers, for example*)
- Facilitate outdoor programming
- Provide Personal Protective Equipment for staff and/or users
- Enable curbside or other services meant to reduce contact

Describe what you plan to purchase and accomplish. Include how this will address problems/issues caused by the COVID-19 Pandemic. 250 words maximum.

- Replace locks with keyless/touchless entry doors for pandemic protocols: \$9,000
- Replace main library’s HVAC chiller: \$130,000
- Install an air purification system for the HVAC air handlers: \$10,000
- Replace two AC units at branch library: \$20,000
- Install holds locker at branch to provide access to library materials while meeting social distancing protocols by not requiring patrons to go into the library: \$35,000
- Install a 24-hour lending library kiosk with weather shelter in remote area of county to provide service and meet social distancing protocols: \$115,000
- Install three hands-free water bottle fillers: \$5,000
- Install touchless flush valves & fixtures in bathrooms at both locations: \$15,000
- Provide pandemic premium pay for 32 FTE: \$27,120

SECTION 3 - BUDGET

The amount you may request in your budget is listed in the email accompanying this document. Be as accurate as possible when developing your budget. During the course of your grant, changing circumstances may make it necessary for you to move funds among project categories; this is acceptable with prior approval. The table is for dollar amounts only. Put dollar amounts in each budget category under all of the projects for which you are applying. The description of what you will be purchasing is in the narrative section.

<i>Budget Categories</i>	<i>Project Categories</i>	
	Deferred Maintenance	Pandemic Response
Consultant Fees	\$ here	\$ here

Supplies/Materials	\$ here	\$29,000
Services	\$ here	\$27,120
Equipment (\$5,000 and over requires prior approval)	\$ here	\$310,000
Indirect Costs (optional)	\$ here	\$ here
Totals	Total IA \$	\$366,120

Submit completed forms ***via email or fax only*** to:

aslib.grants@ade.arkansas.gov, or

FAX: 501-682-1533

Questions? Contact [Jennifer Chilcoat](#)
501-682-2848

Quotation No. Q41042



LIBRARY INTERIORS OF TEXAS, LLC
 3503 Wild Cherry Drive, Ste 4
 Lakeway, TX 78738-1822
 P: 888-689-5489 (LITX)
 F: 888-690-5489 (LITX)

Library Interiors - TX Project ID:

Date: 10/1/2021

Contract #: 19/033MJ-16

Bill-to: Saline County Library
 1800 Smithers Rd.
 Benton, AR 72015

Ship-to: Saline County Library
 1800 Smithers Rd.
 Benton, AR 72015

Terms Net 30 Days

Contact: Patty Hector
Phone: 501-778-4766 Ext 1001
pattyh@salinecountylibrary.org

Contact: Patty Hector
Phone: 501-778-4766 Ext 1001
pattyh@salinecountylibrary.org

Item #	Colors/Finishes	Quantity	Part#	Description	Unit List	Ext List	Disc	Unit Net	Ext Net
Choice Partners - Instructional Furniture Contract Number 19/033MJ-16					\$	\$	%	\$	\$
ARCADIA ISO LOUNGE SEATING - 1 PERSON. 4 EACH									
1	Grade 5	4	6610-R	ISO lounge with cubby right. Base finish: standard metal. Cubby finish: Laminate TBD. Power node - 1 outlet, 2 USB	3,128.00	12,512.00	35%	2,033.20	8,132.80
2	Grade 5	4	66-B-1C	ISO back panel for lounge with cubby	958.00	3,832.00	35%	622.70	2,490.80
3	Grade 5	4	66-R	ISO side panel, right as seated	783.00	3,132.00	35%	508.95	2,035.80
4	Grade 5	4	66-L	ISO side panel, left as seated	783.00	3,132.00	35%	508.95	2,035.80
5	Top - Laminate TBD. Base - Standard Metal	4	6191	DOMO offset table	968.00	3,872.00	35%	629.20	2,516.80
								Product Total:	17,212.00
								Freight:	2,581.80
								Installation:	3,442.40
								Total, supplied, delivered, and installed:	\$23,236.20

Note - Quotation is valid for 30 days from date of issue.



Library Interiors of Texas, LLC. standard terms and conditions of sale apply.





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 November 15, 2021, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$8000
Leigh Espey, Library Manager	\$5000
Rebecca Kidder, Bryant Branch Manager	\$2000
Sarah Beth Lesko, Wendy Christy, Youth Services Manager	\$5000
Kari Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$2500
Billy Jack Osborne, Maintenance Coordinator	\$500

Please cancel the credit account for Sarah Beth Lesko and open an account for Wendy Christy in the amount of \$5000.

Signed,

Caroline Miller-Robinson
Chair, Library Board of Directors