# Saline County Library
## Board of Trustees
## Agenda
### Date: 16 September 2024 | Time: 4:00 PM
### 1800 Smithers, Benton, AR

1. Call to Order

2. Announcements

3. Public Comment - Speakers must complete the Request to Speak Before the Board form and have it turned in to the Library Director or any Board Member by noon of the day of the board meeting.

4. Minutes from the 15 July 2024 board meeting

5. Financial Reports

   a. Income and Expense Reports

   b. Budget Modification Report

6. Discussion Items

   a. Director's Report

   b. Library Management Team Reports

7. Unfinished Business

   a. Review of Collection Development Policy

   b. RFQ for Auditing Services

   c. 2024 Classification and Compensation Analysis

   d. Pay Increase Policy

8. New Business

   a. New Board Member Selection

   b. 2025 Budget

   c. Arkansas State Library Scholarship Application Approval

Adjourn

Next regular board meeting 18 November 2024

## REQUEST TO SPEAK BEFORE THE BOARD

Please complete this form and return it to either a Board Member or the Library Director.

Name_____ Date_____

Address_____

City, State and ZIP_____ Phone_____

Subject of your request_____

_____

_____

_____

Email address_____

# Saline County Library Board Meeting Minutes
July 15, 2024

Attendees:

Marian Douglas, Board Chair Leigh Espey, Library Director
Allison Nolley, Board Member Stony Evans, Assistant Library Director
Kara Conrad, Board Member Arielle Wilson, Financial Manager
Jamie Clemmer, Board Member Brandy Woods, Human Resources Manager
Richard McKeown, Board Member Susan Jacobs, Library Manager Bryant
Matt Brumley, County Judge Michele Burns, JER
Kolton Jones, County Attorney

Excused:

1.  Call to Order
    Marion called the meeting to order at 4:01 PM.

2.  Announcements
    Introduction of Brandy Woods, HR Manager
    Conrad asked about the board member selection process. Discussion of adopting
    a selection process similar to the new process that was implemented for the
    Saline County Airport Commission.

3.  Public Comment
    *No public comment made.*

4.  Minutes from the May 20, 2024 board meeting
    McKeown motioned to approve with the addition of Richard McKeown's name.
    Conrad seconded the motion which passed unanimously.

5.  Financial Reports
    a. Income and Expense Reports
    Clemmer motioned to modify the report to reflect CY instead of FY for clarity.
    McKeown seconded the motion which passed unanimously.

6.  Discussion Items
    a. Director's report
    Included in packet
    *No motion necessary; informational only*
    b. Library Management Team Report
    Included in packet
    *No motion necessary; informational only*

7.  Unfinished Business
    a. Reconsideration of Materials Policies
    Conrad motioned to approve the Reconsideration of Materials Policy and form.
    Nolley seconded the motion which passed unanimously.

    b. Review of Collection Development Policy
    Nolley motioned to table because representative from QGT was unable to attend
    meeting. McKeown seconded, and the motion passed unanimously.

8.     New Business
    a.   2024 Classification and Compensation Analysis
    Michele Burns with JERHR gave a presentation to the board explaining the market wage analysis for library positions. No vote taken; will discuss at next board meeting.

    b.   Pay Increase Policy
    No vote taken; will discuss at next board meeting.

    c.   Check signer resolution
    *Douglas and Judge Brumley signed the resolution.*

    d.   Deletions
    McKeown motioned to approve. Nolley seconded the motion which passed unanimously.

    e.   RFQ for Auditing Services
    *Judge Brumley has communicated with the Quorum Court that the board has been submitted three RFQs without answer.*


Clemmer motioned to adjourn the meeting. Nolley seconded the motion which passed unanimously. Douglas adjourned the meeting at 5:46 PM.

Submitted by,

Brandy Woods
Human Resources Manager

# Saline County Library

## Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

### January - December 2024

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | REMAINING | % OF BUDGET |
| **Revenue** | | | | |
| 4150 Tax Receipts | 2,715,943.74 | 4,200,000.00 | 1,484,056.26 | 64.67 % |
| 4200 State Aid | 70,345.90 | 147,000.00 | 76,654.10 | 47.85 % |
| 4255 Advertising Income | 992.70 | | -992.70 | |
| 4310 Book Sale | 14,612.89 | 22,000.00 | 7,387.11 | 66.42 % |
| 4330 Copies/Printing | 7,147.55 | 15,000.00 | 7,852.45 | 47.65 % |
| 4350 Fines / Fees | 4,185.23 | 15,000.00 | 10,814.77 | 27.90 % |
|   4360 Fees | | | | |
|    4361-01 Credit Card Fees - Benton | -70.07 | | 70.07 | |
|    4440 Personal Purchase | 0.00 | | 0.00 | |
|   **Total 4360 Fees** | **-70.07** | | **70.07** | |
| **Total 4350 Fines / Fees** | **4,115.16** | **15,000.00** | **10,884.84** | **27.43 %** |
| 4365 Fundraising | 1,568.15 | 2,200.00 | 631.85 | 71.28 % |
|  4355 Gumballs | 1,236.50 | | -1,236.50 | |
| **Total 4365 Fundraising** | **2,804.65** | **2,200.00** | **-604.65** | **127.48 %** |
| 4370 Gifts/Memorials | 4,075.00 | | -4,075.00 | |
| 4410 Interest Income | 115,547.90 | 66,000.00 | -49,547.90 | 175.07 % |
| 4455 Passport Fee | 40,591.09 | 40,000.00 | -591.09 | 101.48 % |
| 4460 Refund | 10,905.27 | | -10,905.27 | |
| Billable Expense Income | 0.00 | | 0.00 | |
| **Total Revenue** | **$2,987,081.85** | **$4,507,200.00** | **$1,520,118.15** | **66.27 %** |
| **GROSS PROFIT** | **$2,987,081.85** | **$4,507,200.00** | **$1,520,118.15** | **66.27 %** |
| **Expenditures** | | | | |
| 3070 Rents, Land, & Buildings | 51,680.00 | 53,000.00 | 1,320.00 | 97.51 % |
| 6560 Payroll Expenses | -994.86 | | 994.86 | |
| 0100 Wages | 1,374,688.14 | 2,036,624.50 | 661,936.36 | 67.50 % |
| 0600 Taxes (Fed, AR, SUTA) | 103,709.57 | 130,000.00 | 26,290.43 | 79.78 % |
| 0800 Retirement | 203,142.93 | 278,500.00 | 75,357.07 | 72.94 % |
| 0900 Insurance Benefits | | | | |
|  0900-01 Health Insurance | 147,770.75 | 224,000.00 | 76,229.25 | 65.97 % |
|   0900-01-01 Retiree Health Insurance & COBRA | -692.20 | | 692.20 | |
|  **Total 0900-01 Health Insurance** | **147,078.55** | **224,000.00** | **76,921.45** | **65.66 %** |
|  0900-02 Life Insurance | 488.00 | | -488.00 | |
| **Total 0900 Insurance Benefits** | **147,566.55** | **224,000.00** | **76,433.45** | **65.88 %** |
| 1000 Worker's Compensation | 3,645.00 | 6,000.00 | 2,355.00 | 60.75 % |
| 1200 Other Fringe Benefits | 440.00 | 1,000.00 | 560.00 | 44.00 % |
| Company Contributions | 70.00 | | -70.00 | |
| **Total 6560 Payroll Expenses** | **1,832,267.33** | **2,676,124.50** | **843,857.17** | **68.47 %** |
| 6700 Supplies | 104.42 | | -104.42 | |

# Saline County Library

## Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

### January - December 2024

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | REMAINING | % OF BUDGET |
| 1600 Printing | 7,420.65 | 10,000.00 | 2,579.35 | 74.21 % |
| 1700 General Supplies | 18,291.80 | 30,000.00 | 11,708.20 | 60.97 % |
| 67-1700 General Office Supplies | 610.15 | | -610.15 | |
| **Total 1700 General Supplies** | **18,901.95** | **30,000.00** | **11,098.05** | **63.01 %** |
| 2000-1 Janitorial Supplies | 14,512.10 | 25,000.00 | 10,487.90 | 58.05 % |
| 3300 Service Contracts | 61,672.80 | 85,000.00 | 23,327.20 | 72.56 % |
| **Total 6700 Supplies** | **102,611.92** | **150,000.00** | **47,388.08** | **68.41 %** |
| 6800-1 Professional Services | 11,936.12 | 70,000.00 | 58,063.88 | 17.05 % |
| 4900 Communications | | | | |
| 69-4900 Telephone/Internet | 23,580.66 | 41,500.00 | 17,919.34 | 56.82 % |
| **Total 4900 Communications** | **23,580.66** | **41,500.00** | **17,919.34** | **56.82 %** |
| 5000 Postage | 6,828.84 | 13,000.00 | 6,171.16 | 52.53 % |
| 68-4400 Management and Consulting | 75.00 | | -75.00 | |
| 6800 Other Professional Services | 3,672.80 | 5,000.00 | 1,327.20 | 73.46 % |
| 68-4600 Credit Card Fees | 225.47 | | -225.47 | |
| Square Fees | 37.87 | | -37.87 | |
| **Total 68-4600 Credit Card Fees** | **263.34** | | **-263.34** | |
| **Total 6800 Other Professional Services** | **3,936.14** | **5,000.00** | **1,063.86** | **78.72 %** |
| **Total 6800-1 Professional Services** | **46,356.76** | **129,500.00** | **83,143.24** | **35.80 %** |
| 7000 Transportation | | | | |
| 70-2500 Fuel for Library Vehicle Use | 1,125.83 | 5,000.00 | 3,874.17 | 22.52 % |
| 70-5200 Fuel for Personal Vehicle Use | 1,871.78 | 2,000.00 | 128.22 | 93.59 % |
| 70-5300 Airline and Rental Car | 1,377.01 | 4,000.00 | 2,622.99 | 34.43 % |
| **Total 7000 Transportation** | **4,374.62** | **11,000.00** | **6,625.38** | **39.77 %** |
| 7050 Advertising | | | | |
| 5500 Advertising | 32,951.26 | 35,000.00 | 2,048.74 | 94.15 % |
| **Total 7050 Advertising** | **32,951.26** | **35,000.00** | **2,048.74** | **94.15 %** |
| 7100 Insurance | | | | |
| 71-5800 Fire and Extended Coverage | 34,642.00 | 30,000.00 | -4,642.00 | 115.47 % |
| 71-5900 Vehicle Insurance | 2,713.60 | 4,000.00 | 1,286.40 | 67.84 % |
| **Total 7100 Insurance** | **37,355.60** | **34,000.00** | **-3,355.60** | **109.87 %** |
| 72-6000 Utilities | | | | |
| 6100 Electricity | 50,392.33 | 85,000.00 | 34,607.67 | 59.29 % |
| 6200 Gas | 11,740.92 | 23,000.00 | 11,259.08 | 51.05 % |
| 6300 Water | 5,208.56 | 7,500.00 | 2,291.44 | 69.45 % |
| 6400 Waste Disposal | 4,220.08 | 5,500.00 | 1,279.92 | 76.73 % |
| **Total 72-6000 Utilities** | **71,561.89** | **121,000.00** | **49,438.11** | **59.14 %** |
| 7300 Repairs and Maintenance | | | | |
| 73-6500 Building and Improvements | 28,012.50 | 35,000.00 | 6,987.50 | 80.04 % |

# Saline County Library

## Budget vs. Actuals: Budget_CY24_P&L - CY24 P&L

### January - December 2024

| | TOTAL | | | |
| --- | --- | --- | --- | --- |
| | ACTUAL | BUDGET | REMAINING | % OF BUDGET |
| 73-6600 Machinery and Equipment | 11,277.18 | 15,000.00 | 3,722.82 | 75.18 % |
| **Total 7300 Repairs and Maintenance** | **39,289.68** | **50,000.00** | **10,710.32** | **78.58 %** |
| 7400 Miscellaneous | | | | |
| 74-7300 Dues and Memberships | 2,240.00 | 9,500.00 | 7,260.00 | 23.58 % |
| 7900 Meals and Lodging | 1,319.64 | 4,000.00 | 2,680.36 | 32.99 % |
| 8200 Refund | 167.00 | 2,000.00 | 1,833.00 | 8.35 % |
| 8600 Software | 33,836.19 | 110,000.00 | 76,163.81 | 30.76 % |
| **Total 7400 Miscellaneous** | **37,562.83** | **125,500.00** | **87,937.17** | **29.93 %** |
| 8500-1 All Programming | | | | |
| 8500 Youth Programming | 24,092.29 | 32,000.00 | 7,907.71 | 75.29 % |
| 8720 East End | -9,910.90 | | 9,910.90 | |
| **Total 8500 Youth Programming** | **14,181.39** | **32,000.00** | **17,818.61** | **44.32 %** |
| 8550 Adult Programming/UX | 10,971.48 | 28,000.00 | 17,028.52 | 39.18 % |
| 8550-1 Community Engagement | 7,448.19 | 10,000.00 | 2,551.81 | 74.48 % |
| **Total 8550 Adult Programming/UX** | **18,419.67** | **38,000.00** | **19,580.33** | **48.47 %** |
| 8570 Makerspace | 12,878.30 | 20,000.00 | 7,121.70 | 64.39 % |
| **Total 8500-1 All Programming** | **45,479.36** | **90,000.00** | **44,520.64** | **50.53 %** |
| 8700 Staff Development | 9,765.48 | 16,200.00 | 6,434.52 | 60.28 % |
| 8752 Fundraising Expenses | 146.55 | 1,000.00 | 853.45 | 14.66 % |
| 8800 Books/Magazines/Video/Audio | 476,256.44 | 605,000.00 | 128,743.56 | 78.72 % |
| Reimbursements | 28.44 | | -28.44 | |
| **Total Expenditures** | **$2,787,688.16** | **$4,097,324.50** | **$1,309,636.34** | **68.04 %** |
| NET OPERATING REVENUE | $199,393.69 | $409,875.50 | $210,481.81 | 48.65 % |
| Other Expenditures | | | | |
| 9100 Building and Furnishings | 61,733.06 | 287,000.00 | 225,266.94 | 21.51 % |
| 9300 Machinery and Equipment | 119,432.80 | 169,000.00 | 49,567.20 | 70.67 % |
| 9500 Other Miscellaneous Expenditure | | 25,875.50 | 25,875.50 | |
| 9600 Friends Expenses | 2,619.26 | 28,000.00 | 25,380.74 | 9.35 % |
| **Total Other Expenditures** | **$183,785.12** | **$509,875.50** | **$326,090.38** | **36.05 %** |
| NET OTHER REVENUE | $ -183,785.12 | $ -509,875.50 | $ -326,090.38 | 36.05 % |
| NET REVENUE | $15,608.57 | $ -100,000.00 | $ -115,608.57 | -15.61 % |

## First Security Bank Statement Ending Balance

| Date | Amount |
|---|---|
| 12/31/2023 | $3,988,523.18 |
| 1/31/2024 | $3,928,702.24 |
| 2/29/2024 | $4,068,608.86 |
| 3/29/2024 | $3,871,110.95 |
| 4/30/2024 | $3,650,184.64 |
| 5/31/2024 | $3,221,258.50 |
| 6/30/2024 | $4,567,448.39 |
| 7/31/2024 | $4,247,331.46 |
| 8/31/2024 | $4,193,222.43 |
| 9/30/2024 | |
| 10/31/2024 | |
| 11/30/2024 | |
| 12/29/2024 | |

First Security Bank Statement Ending Balance
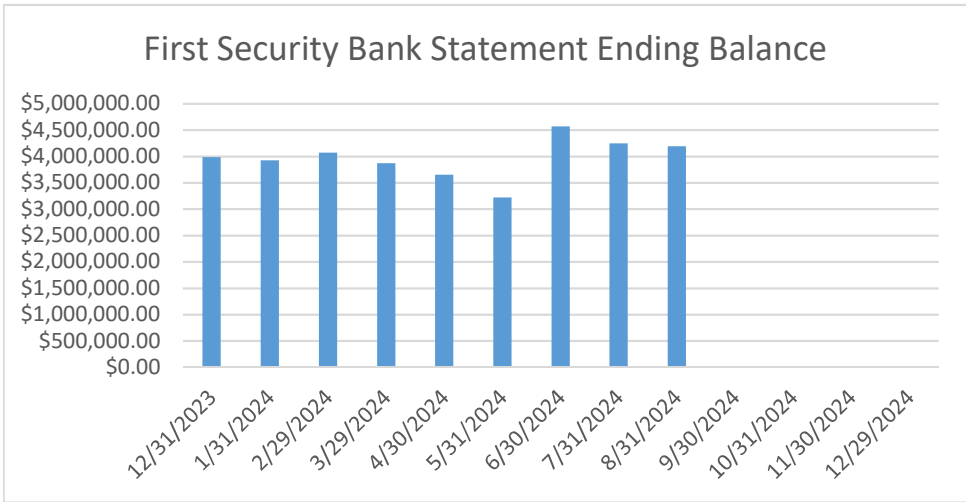
| | TAX RECEIPTS | | | | | | |
|---|---|---|---|---|---|---|---|
| Date County Received | 2019 Amount | 2020 Amount | 2021 Amount | 2022 Amount | 2023 Amount | 2024 Amount | Difference from previous year |
| December | $ 223,260.30 | $ 226,160.06 | $ 240,643.86 | $ 259,054.60 | $ 236,663.60 | $ 281,506.20 | $ 44,842.60 |
| January | $ 179,970.58 | $ 226,867.53 | $ 248,875.25 | $ 297,724.41 | $ 244,107.88 | $ 444,981.53 | $ 200,873.65 |
| February | $ 48,016.39 | $ 90,322.15 | $ 92,793.73 | $ 60,717.21 | $ 82,586.40 | $ 80,329.09 | $ (2,257.31) |
| March | $ 80,638.08 | $ 48,354.20 | $ 47,554.84 | $ 93,532.72 | $ 111,487.75 | $ 42,763.71 | $ (68,724.04) |
| April | $ 216,460.61 | $ 237,069.35 | $ 156,340.43 | $ 201,091.45 | $ 297,178.59 | $ 334,571.00 | $ 37,392.41 |
| May | $ 1,034,761.23 | $ 996,484.34 | $ 1,185,278.48 | $ 1,164,224.26 | $ 430,942.96 | $ 1,335,255.50 | $ 904,312.54 |
| June | $ 109,521.49 | $ 110,896.95 | $ 92,488.78 | $ 89,291.29 | $ 970,451.41 | $ 102,423.53 | $ (868,027.88) |
| July | $ 85,858.74 | $ 94,694.02 | $ 85,193.59 | $ 87,308.16 | $ 98,906.02 | $ 94,044.59 | $ (4,861.43) |
| August | $ 55,219.40 | $ 60,399.71 | $ 63,259.14 | $ 80,324.03 | $ 70,538.64 | $ 82,464.89 | $ 11,926.25 |
| September | $ 75,295.84 | $ 63,533.38 | $ 93,021.74 | $ 91,590.17 | $ 126,267.33 | | $ (126,267.33) |
| October | $ 270,902.00 | $ 275,110.88 | $ 316,655.67 | $ 277,262.72 | $ 275,584.60 | | $ (275,584.60) |
| November | $ 738,120.29 | $ 737,493.81 | $ 666,438.79 | $ 757,940.44 | $ 868,873.55 | | $ (868,873.55) |
| | | | | | | | |
| | $ 3,118,024.95 | $ 3,167,386.38 | $ 3,288,544.30 | $ 3,460,061.46 | $ 3,813,588.73 | $ 2,798,340.04 | $ (1,015,248.69) |
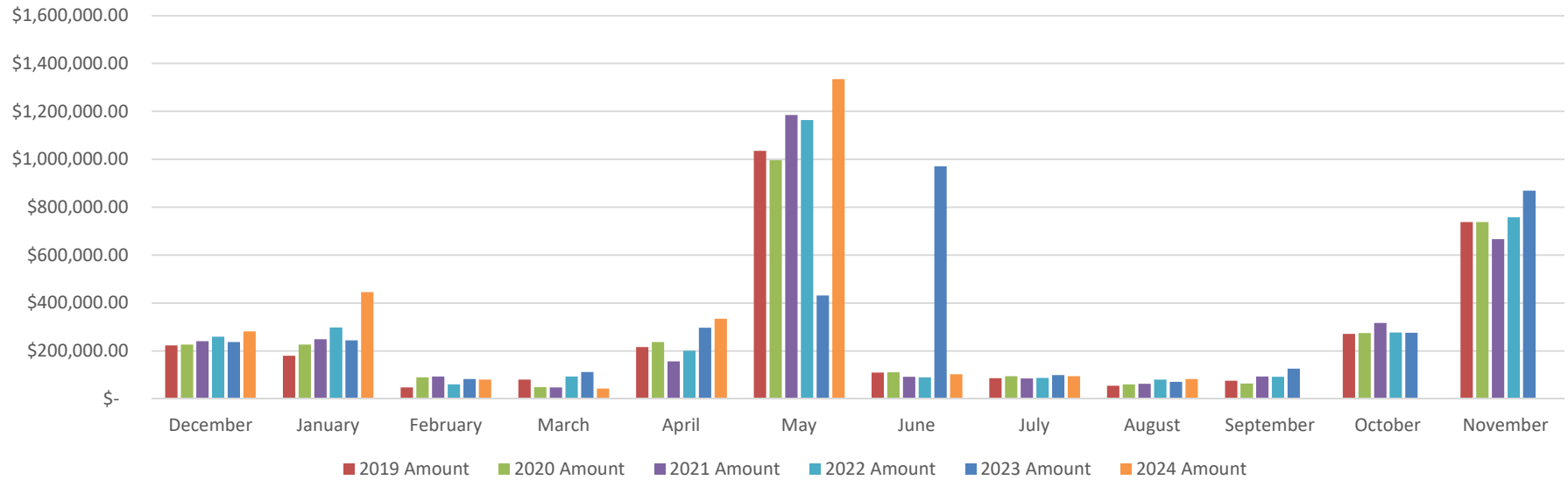
# Saline County Library Board
## 2023 Budget Modification Form

**Prepared By:** Arielle Wilson

**Date:** 12-Sep-24

| | Line Item | Description | Original Budget | Current Budget | Current Expenses | Current Balance | Budget Revision | New Appropriation | New Balance |
|---|---|---|---|---|---|---|---|---|---|
| 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 | 71-5800 | Fire & Extended Coverage | $ 30,000.00 | $ 30,000.00 | $ 34,642.00 | $ (4,642.00) | $ 4,642.00 | $ 34,642.00 | $ - |
| | 8600 | *Software* | $ 110,000.00 | $ 110,000.00 | $ 33,836.19 | $ 76,163.81 | $ (4,642.00) | $ 105,358.00 | $ 76,163.81 |
| | | | | | | | | | |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | $ - | | $ - | $ - |
| | | | | | | | $ - | | |

# Library Director's Report
## September 2024

### MidArkansas Regional Board Meeting
The next MidArk board meeting is scheduled for September 24 at the main branch of the Saline County Library in Benton at 10:00 AM.

### Legislative Audit
The Legislative Auditing team is in full swing with reviewing our records.

### Updating Service
The SCL provides internet for the Ralph Bunche Community Center and the Paron Community Center Library. Both services are through the original DSL lines from AT&T. I am currently looking at upgrading the service with possible new vendors as AT&T only offers wireless broadband at those locations.

### Scholarship Application
Chelsea Simon, Youth Services Programmer: Teen, has completed the prerequisite 12 hours toward her master's degree in library science at the University of North Texas. She is now eligible to apply for the AR State Library scholarship assistance program. I am very proud of Chelsea, and her dedication to her education and the library. She is passionate about her work and does an outstanding job of connecting with the teens that utilize the SCL as well as those she is able to connect with through outreach at local high schools.

### Updating Self-Check/RFID Equipment
For 2025, we are budgeting for updating our self-check equipment that will include new item security gates at all three locations as well as updating and adding self-checkout machines at each location. We transitioned to RFID machines in 2018, and we have had the same equipment since then. In technological terms, we are overdue for an update as the current equipment has become obsolete.

### Updated Library App
The library app is live! If you search for MidArk in the App Store or Google Play store, you will find the same MidArk logo as the previous app. Be sure you delete the old one if you haven't already. The interface is the same experience you would have if you were searching the library's catalog online.



Mid Ark Regional Library
Mid Ark Regional Library System

On a final note, I don't think I give enough recognition to how truly amazing our staff at Saline County Library truly is. Without every single person on staff, we would not be able to provide such amazing services to our community. Whether it's keeping up with the buildings or grounds, or promoting our programs and services online or at community events, or providing an array of programming for all ages, every individual employed at the Saline County Library is integral to our mission.

Submitted by,
Leigh Espey
Library Director

# Saline County Library

| Material Type | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Difference |
|---|---|---|---|---|---|---|---|
| **Adult** | | | | | | | |
| Books and audiobooks | 10,471 | 3,799 | 5,976 | 8,036 | 6,458 | 8,773 | 2,315 |
| eBooks | 7,044 | 8,063 | 9,777 | 8,935 | 8,692 | 7,659 | (1,033) |
| eAudiobooks | 3,557 | 3,639 | 4,773 | 5,230 | 6,482 | 7,041 | 559 |
| eMagazines | | 224 | 355 | 577 | 721 | 1,120 | 399 |
| DVDs | 11,255 | 1,757 | 3,923 | 4,780 | 5,229 | 4,116 | (1,113) |
| Music | 157 | 34 | 74 | 111 | 0 | 0 | 0 |
| Videogames | 821 | 135 | 478 | 520 | 441 | 556 | 115 |
| Boardgames | 30 | 9 | 9 | 16 | 19 | 24 | 5 |
| Library of Things | 91 | 42 | 107 | 125 | 233 | 277 | 44 |
| Kanopy (streaming films) | 0 | 262 | 538 | 332 | 853 | 521 | (332) |
| Freegal (streaming music & downloads) | 542 | 1,444 | 1,424 | 1,497 | 3,343 | 1,611 | (1,732) |
| Hoopla (downloadable books, movies & music) | 0 | 277 | 974 | 1,538 | 2,650 | 4,571 | 1,921 |
| Subtotal | 33,968 | 19,685 | 28,408 | 31,697 | 35,121 | 36,269 | 1,148 |
| **Children's & Teen** | | | | | | | |
| Books and audiobooks | 12,116 | 3,973 | 8,184 | 10,909 | 9,530 | 16,706 | 7,176 |
| **Total** | 46,084 | 23,658 | 36,592 | 42,606 | 44,651 | 52,975 | 2,045 |

Hoopla was added in March 2020
Kanopy was added in September 2019
Freegal was added in May 2019

# Library Management Team Report
## Assistant Library Director
## September 2024

### Benton Branch

Madison Oden has continued working with her staff in Public Services to provide the best experience possible for our Benton patrons. She is working with Laura Austin in Adult Services to improve the services at the Ask Here Desk. In addition, Laura has continued scheduling her staff at this desk to help support Public Services. This will continue through the fall months. Laura's team has already started presenting their many fall programming events. I helped support one of the Adult Services Community Outreach events at Bishop Park and we talked to over 60 people and had 4 sign up for library cards. Wendy Christy and her Youth Services team have already started their fall programming lineup. She and her Benton team will attend the Association for Library Service to Children Conference in Denver, Colorado from September 19th-22nd. We look forward to what knowledge and experiences they will bring back from the conference.

### Bryant Branch

Susan Jacobs continues to work with her team at the Bryant Branch to generate great experiences for their patrons. Programs continue to have increasing attendance. Susan and Wendy collaborate to ensure their shared Youth Services staff are working together for the many fall events. Programmers Amanda Ball, Callie Graham, and Chloe Bridges are already holding exciting events. There are many more planned for the fall. It is exciting to see how all the team members plan and coordinate to support each other for both outreach and programming at all branches.

### East End Branch

Amanda Garrison and her library team have already started presenting their fall programming. They have reorganized the East End library space by placing the children's materials near the entrance. This has greatly helped her programming experiences for both parents and kids. Amanda has already connected with the homeschool community and held a well-attended planning meeting for those families on September 6th. These meetings will continue each week. The East End community remains excited about the many resources at this new library branch. I have observed them making many positive comments on social media about the branch and employees.

Submitted by,

Stony Evans
Assistant Library Director

# Library Management Team Report
## Building Operations Department
## September 2024

### IT
We completed replacing all of our public computers and monitors in Benton and Bryant. We also upgraded all of our WiFi equipment at all three of our branches. We are now in the process of replacing all staff computers so that, going forward, we can develop a consistent refresh schedule for all of our computers and associated equipment. Beyond that, Geoff has done an excellent job of staying on top of the day-to-day IT issues.

### Maintenance/Housekeeping
We had the trees across the front of our Benton branch trimmed up, all the way to the parking lot. We also developed a plan to have the front of our Benton branch completely re-lanscaped, which is due to happen in the coming days. Billy, as is the norm, has done an excellent job of addressing the many and varied maintenance needs of our organization.

Brittion and Tatiana continue to do an outstanding job at keeping our Benton and Bryant branches spotless. I cannot say enough about how much hard work they both do on a daily basis.

Submitted by,
Rob Walton
Building Operations Manager

# Library Management Team Report
## Bryant Branch
## September 2024

## Statistics

During July, the public computers were used 714 times for a total of 419 hours with an average of 31 minutes for each session.  We had 5,990 patrons visit with a daily average of 221 visitors. We notarized 69 documents and submitted 36 passport applications. We circulated 9,479 items, which is a 57.8 % increase over 2023 (6,008).  The Seed Library gained 35 new members and distributed 1,105 packets to 221 patrons.

In August, the public computers were used 810 times for a total of 357 hours with an average of 30 minutes for each session. 5,458 patrons visited the branch with an average of 202 patrons per day. We notarized 75 documents and submitted 54 passport applications.  We circulated 7,722 items which is a 43.8 % increase over 2023 (5,369). The Seed Library distributed 1,120 packets to 224 patrons.  There were 44 new members.  August is the last month of the Seed Library calendar.  For the 2024 season, we grew the number of patrons ordering seeds by 608. We circulated 13,415 packets to 2,683 people.  This is an increase of 55% of seeds given out over 2023!

## Staffing Report

There have not been any changes in staffing at the Bryant location since the last report.

Submitted by,

*Susan Jacobs*
Branch Manager

# Library Management Team Report
## Public Services Department
## September 2024

## Statistics

In July, computers were used 918 times for 599 hours and 6 minutes, 39 minutes on average, 1248 questions were asked (44 digital questions, 716 general questions, 249 reference questions, 179 technology questions, 60 passport questions) and 13,460 patrons visited, an average of 518 per day. We had 177 new library cards.

In August, computers were used 955 times for 636 hours and 28 minutes, 40 minutes on average, 1705 questions were asked (126 digital questions, 837 general questions, 349 reference questions, 290 technology questions, 103 passport questions) and 12,529 patrons visited, an average of 464 per day. We had 202 new library cards.

## Staffing Report

We have a brand-new PT Library Assistant: Vanessa South! She's been working out amazingly, and she's integrated with our staff so well. I see a positive future with her especially with Library Card Sign Up Month.

Submitted by,

Madison Oden
Public Services Manager

# Library Management Team Report
## East End
## September 2024

**East End Library**

We had 1870 people visit during the month of July, an average of 85 per day, and made 81 library cards. We answered 216 questions (18 digital questions, 120 general questions, 35 reference questions and 43 questions about technology) and had 82 people use our Study Room, 90 use the Meeting Room and 187 use our CreativeSpace. We had 91 use our computer lab for 38 hours and 13 minutes, 25 minutes on average.

In August, we had 1315 people visit, an average of 60 per day, and made 100 library cards. We answered 256 questions (13 digital questions, 135 general questions, 49 reference questions and 59 questions about technology) and had 11 people use our Study Room, 0 use the Meeting Room and 119 use our CreativeSpace. We had 69 use our computer lab for 41 hours and 02 minutes, 36 minutes on average.

In July, we finished up our summer reading program. Attendance at programs was comparable to June, minus the grand opening celebration, at 510 participants. August was slower for us because we didn't present any programs, though we did rearrange the library and add a drawing and game table which has already been used a ton in the two weeks it's been available. Rearranging the library allows staff to have better visual contact with our younger patrons and gives them more space to learn and play.

Now that September has started, we've begun our programs and are seeing more people in the building again. We have two storytimes, one for ages 3-5 on Wednesday mornings and one for babies 0-2 on Thursday mornings, both at 10:30, both with about 10 people in attendance the first week. We also started a homeschool program that had 31 in its first week. There will be a once monthly craft program for teens and adults and a once monthly Tween STEAM program, and book clubs coming soon, too. Despite adding these programs, our patrons still want more, so we will do our best to accommodate the needs of our growing community.

The second week of September, work started on adding a catalog computer and security cameras, both of which will help staff out immensely, and we were also able to change our Wi-Fi access, making it easier for patrons to connect to the internet on their personal devices.

In staffing news, Lydia will be away for September with plans to return in October. Fortunately E'Yanne and I are able to continue running the library with assistance of other branches and seasonal and substitute staff. It is not ideal, but we are doing the best we can to provide amazing service to our patrons.

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

# Library Management Team Report
## Public Relations Department
## September 2024

## Social Media Stats

*Social Stats July 8 – September 9 (NOTE: this is the end of Summer Reading and there is a big break in programming in August so that does account for the decrease in statistics):*
Facebook Reactions: 2,187 (-707)
Facebook Clicks: 5,434 (-9687)
Facebook Posts: 223 (+15)
Facebook New Followers: 78 (-187)
Facebook Reach: 144,397 (-81,183)
Facebook Shares: 343 (-232)
Instagram New Followers: 24 (+1)
Instagram Number of Posts: 147 (+55)
Instagram Likes: 648 (+176)
Instagram Comments: 17 (+16)
Instagram Reach: 8,324 (-779)

## Public Attendance and Outreach Stats

*Public Attendance July 8 – September 9:*
Ribbon Cuttings: 9
Rotary Meetings: 2
Leads Group Meetings: 5
Chamber Meetings or Events: 7
Community Partner 1-on-1: 1
Other networking or community events (outreach): 9
Outreach attendance/engagement: 1193 (+435)
New Cards: 237 (+179)

## Announcements

Marketing and Outreach efforts are in full blast for Library Card Sign Up Month. We have 54 businesses partnering to offer discounts to customers who show their library card and 25 sponsors. We added off-site events in the community this year to extend our reach outside of the building a bit more. We are partnering with both Benton and Bryant Parks for a movie night, U.S. Pizza for Harry Potter trivia, Archangel Gaming for a Tabletop Role Playing Game night, and Larry's Pizza for an at-your-own-pace mystery night and fundraiser.

We now have a Storywalk in Downtown Benton on the Courthouse lawn. The county has been a great help and partner in getting that going.

Submitted by,



Kari Lapp
Public Relations Manager

# Library Management Team Report
## Adult Services Department
## September 2024

## Makerspace

The Makerspaces saw 720 patrons during July and August. All classes offered during Summer Reading were quite popular and regularly filled up. A few of these will be returning in the Fall.

## Programming

Summer Reading finished up in July. The Summer Reading Challenge was quite popular this year. 2892 total people registered for the challenge, 1198 were adults, of which 296 picked up the final prize. The Summer Reading Wrap-Up Party included a showing of The Parent Trap with popcorn and crafts that 82 patrons dropped in to enjoy. The other highlight of the Wrap-Up Party was the Local Authors Showcase. We had 2 children's authors and 13 Adult or Young Adult authors in attendance.

I would like to commend Chloe Bridges who has done a great job building the Tech Tuesday (now Thursday) program at Bryant. The numbers are necessarily small to ensure quality service to patrons. It took time, but she is now consistently helping 2-5 patrons with their individual tech needs each week.

The whole team has been doing a great job planning a fun and information-packed line-up of Fall programs. We are all very excited about the coming months.

## Statistics

|  | July | August |
|---|---|---|
| In Person | 185 | 66 |
| Makerspace Benton | 379 | 255 |
| Makerspace Bryant | 51 | 35 |
| Presenter | 30 | 31 |

Submitted by,
Laura Austin
Adult Services Manager

### Summer Reading Wrap Up

This almost 1,700 children and teens 18 and under registered for summer reading.  Just over half of those were between the ages of 6 and 12.  That age group and the teens had about 20% of registrants complete the program.   The 0-5 age group had a 24% completion rate.  359 children ages 0-18 completed the summer reading program this year.  Registration numbers were up this year, but completion rates dropped a little.  Next year, we plan to add more reminders to bring in reading trackers as part of our programs.

Program participation was significantly higher this year.  We had over 1,800 people participate in storytimes.  Our school-aged programs had an attendance of well over 500 children.  Our performers were extremely popular with over 2000 people attending.  We also visited over 500 children at outreach visits.  Nearly 150 teens participated in programs this summer.

### Bookmark Contest

We had 67 entries in the bookmark contest this year.  Patrons at each branch chose three winners from the entries returned to their branch.  The winning bookmarks will be available in their branches at the youth services desks in Benton and Bryant and the circulation desk in East End.

### Fall Programs & Outreach

Fall programming kicks off at the beginning of September in all of our branches.  This fall, we have 11 weekly storytimes, a special storytime once a month in Benton, and a bilingual English/Spanish storytime in Bryant twice a month.  We also have a preschool art program in Bryant.  We have 15 afterschool programs each week for children 1st grade and up.  Homeschool Hour also starts back in September.  Last week was our first week and we had 84 kids ages 4-18.  Rising Stars has begun as well.  Mason has a full program of aspiring actors again this year.  He plans to have them perform The Lion King in the spring.

We have also been able to set up many of our outreach visits again now that the schools are more open to outside visitors.  Currently, we are visiting 11 different locations each month.

Submitted by,
Wendy Christy
Youth Services Manager

# Compensation Costs

**Plan 1: Move the 23 individuals to minimum only:**

   **Increase per year is $42,167.06**

   **Total Payroll: $2,078,791.56**


**Plan 2: No movement and 5% COLA only:**

   **Increase per year $96,098.60**

   **Total payroll $ 2,018,070.60**


**Plan 3: Move the 23 to Minimum and 5% COLA across the board:**

   **Increase per year $ 98,310.16**

   **Total Payroll $ 2,064,513.36**


**Plan 4: Move 23 correctly into scale only:**

   **Increase per year $ 49,271.00**

   **Total Payroll: $2,078,791.56**


**Plan 5: Move 23 to scale and 5% COLA:**

   **Increase per year: $138,265.66**

   **Increase per year payroll: $ 2,174,890.16**

# Arkansas State Library
## Scholarship Assistance Application

**Instructions**: Complete this form to apply for State Aid funds to underwrite a scholarship award from your library to an employee who has been admitted to the graduate program in an ALA-accredited library school. Attach to this form all appropriate documentation, such as a letter of admission from the library school, a letter of agreement from the employee who will benefit from the local scholarship award, and a copy of the minutes of the meeting of the local library board at which the application was approved.

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### APPLICANT

State Aid grant funds are requested to underwrite a scholarship award from this public library to an employee who has been admitted to a graduate program in an accredited library school. The applicant library agrees to award the full amount of the scholarship award to the employee. The employee has agreed to provide transcripts as evidence of credits earned each semester and to remain on the job for a period of one (1) year following grant of aid. If these conditions are not met, the applicant library agrees to refund to the State Library all grant funds paid under this award.

Saline County Library
Applicant Library Name

1800 Smithers Drive
Mailing Address

Benton, AR, 72015
City/State/Zip Code + 4 digit extension

chelseas @salinecountylibrary.org
Email Address

(501)-778-4766
Phone Number                                   Fax Number

_____
Name of Library Board Chair (PLEASE PRINT)

_____
Signature of Library Board Chair or Official Designee          Date

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### AGREEMENT

I have applied to my employer for a scholarship grant. I am enrolled in a graduate program in an accredited library school and have completed the first twelve (12) hours credit. Supporting documents are attached. I have agreed to furnish transcripts at the end of each semester as evidence of credits earned, to remain employed in an Arkansas public library for at least one year following grant of aid and to fulfill any local requirements. If I do not fulfill these agreed conditions, I understand that I must repay to the applicant library all funds paid to me from this award.

Chelsea Simon
Participant Name (PLEASE PRINT)

Chelsea Simon                                   8/14/24
Participant's Signature                          Date

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### RECOMMENDATION

I have reviewed this application and the supporting documents. I recommend that the State Library Board ( ) approve ( ) deny this application.

_____
Signature of State Librarian                     Date

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### ACTION TAKEN

In a regular meeting of the State Library Board held on_____the Board voted to
( ) approve ( ) deny this application.

_____
Signature of State Library Board Chairman         Date