

**Saline County Library
Board of Trustees
Agenda**

Date: 14 October 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 into the Library Director or any Board Member by noon of the day of the board meeting.
4. Minutes from the 16 September 2024 board meeting
5. Financial Reports
 - a. Income and Expense Reports
6. Unfinished Business
 - a. Review of Collection Development Policy
 - b. RFQ for Auditing Services
 - c. New Board Member Selection
 - d. 2025 Budget
7. New Business
 - a. New Meeting Day for Regular Meeting

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 _____

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Saline County Library Board of Trustees Meeting Minutes

16 September 2024

Attendees:

Marian Douglas, Board Chair
Allison Nolley, Board Member
Kara Conrad, Board Member
Jamie Clemmer, Board Member
Richard McKeown, Board Member
Matt Brumley, County Judge

Leigh Espey, Library Director
Stony Evans, Assistant Library Director
Arielle Wilson, Financial Manager
Brandy Woods, Human Resources Manager
Pat Bisbee, Quorum Court Liaison

1. Call to Order

Douglas called the meeting to order at 4:00 PM

2. Announcements

3. Public Comment

No Public Comment made.

4. Minutes from the 15 July 2024 board meeting

Clemmer motioned to approve, Nolley seconded the motion which passed unanimously.

5. Financial Reports

a. Income and Expense Reports

b. Budget Modification Report

Conrad motioned to approve budget modification report; Nolley seconded the motion which passed unanimously.

6. Discussion Items

a. Director's Report

Included in packet; informational only

b. Library Management Team Reports

Included in packet; informational only

7. Unfinished Business

a. Review of Collection Development Policy

McKeown motioned to table review until next meeting. Conrad seconded the motion which passed unanimously.

b. RFQ for Auditing Services

Judge Brumley said to contact Saline County Comptroller for contact information for a firm that expressed interest in conducting the audit since we have had two unanswered RFQs.

c. 2024 Classification and Compensation Analysis

Clemmer motioned to move into executive session to discuss individual employees for the proposed Classification and Compensation Analysis. Nolley seconded the motion which passed unanimously. Executive session started @ 4:58 PM

5:38 PM McKeown motioned to end the executive session. Nolley seconded the motion which passed unanimously.

Motion made by Nolley to properly align the SCL pay scale to be consistent with the market and the county and to move the 23 employees to scale with a 5% COLA across the board for all employees. Clemmer seconded the motion which passed unanimously.

Nolley motioned to evaluate the pay scale for each employee in 2025 and ensure all employees are properly placed within the new pay scale for budget 2026. Clemmer seconded the motion which passed unanimously.

d. Pay Increase Policy

Clemmer motioned to approve the proposed change to the policy. Conrad seconded the motion which passed unanimously.

8. New Business

a. New Board Member Selection

Douglas will contact the applicants and schedule with Judge Brumley and JP Bisbee to conduct interviews.

b. 2025 Budget

Clemmer motioned to have a called meeting October 14 at 4:00 PM. Conrad seconded the motion which passed unanimously.

c. Arkansas State Library Scholarship Application Approval

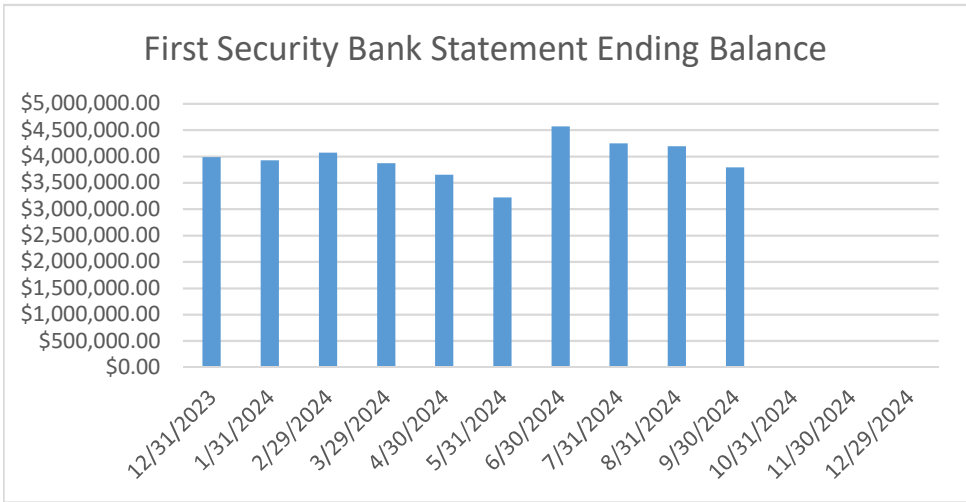
Clemmer motioned to approve the scholarship application. McKeown seconded the motion which passed unanimously.

Adjourned 5:56 PM

Clemmer motioned to adjourn the meeting. McKeown seconded the motion which passed unanimously.

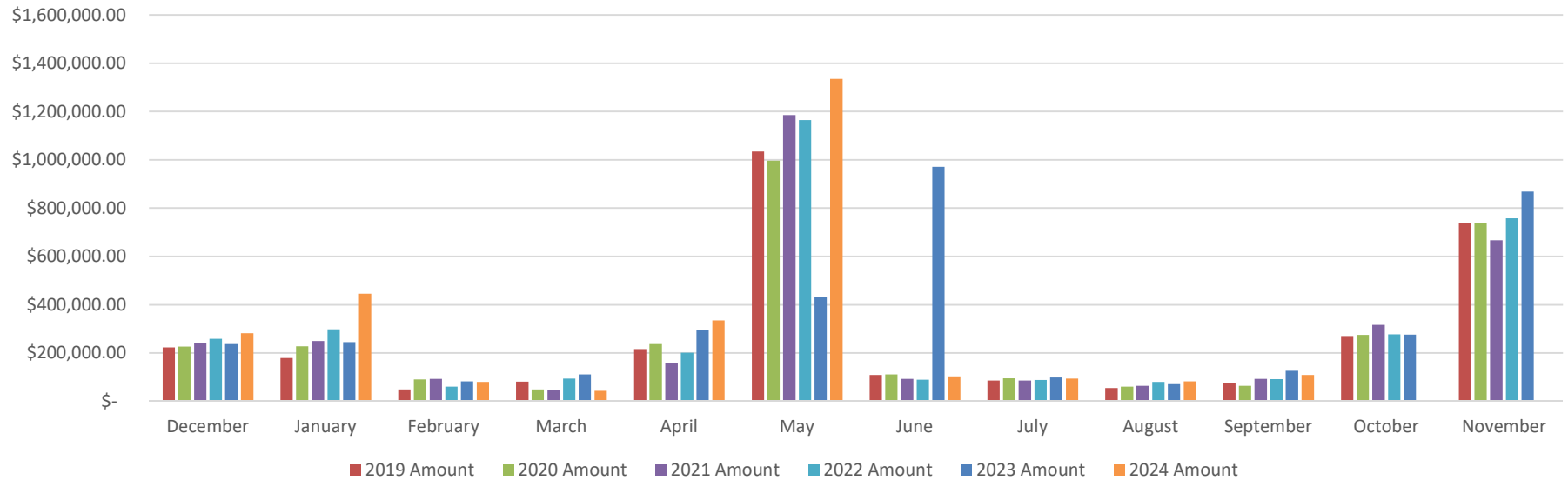
Next regular board meeting 18 November 2024

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	\$3,793,736.36
10/31/2024	
11/30/2024	
12/29/2024	



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	\$ 109,242.37	\$ (17,024.96)
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	\$ 2,907,582.41	\$ (906,006.32)





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	4,182.13	15,000.00	10,817.87	27.88 %
4360 Fees	-2.99		2.99	
4361-01 Credit Card Fees - Benton	-100.07		100.07	
4440 Personal Purchase Services	0.00		0.00	
Services	-30.00		30.00	
Total 4360 Fees	-133.06		133.06	
Total 4350 Fines / Fees	4,049.07	15,000.00	10,950.93	26.99 %
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	10,868.28		-10,868.28	
Billable Expense Income	0.00		0.00	
Total Revenue	\$2,986,978.77	\$4,507,200.00	\$1,520,221.23	66.27 %
GROSS PROFIT	\$2,986,978.77	\$4,507,200.00	\$1,520,221.23	66.27 %
Expenditures				
3070 Rents, Land, & Buildings	51,680.00	53,000.00	1,320.00	97.51 %
6560 Payroll Expenses	-571.08		571.08	
0100 Wages	1,533,135.00	2,036,624.50	503,489.50	75.28 %
0600 Taxes (Fed, AR, SUTA)	116,993.58	130,000.00	13,006.42	90.00 %
0800 Retirement	226,453.66	278,500.00	52,046.34	81.31 %
0900 Insurance Benefits				
0900-01 Health Insurance	166,924.42	224,000.00	57,075.58	74.52 %
0900-01-01 Retiree Health Insurance & COBRA	-449.74		449.74	
Total 0900-01 Health Insurance	166,474.68	224,000.00	57,525.32	74.32 %
0900-02 Life Insurance	488.00		-488.00	
Total 0900 Insurance Benefits	166,962.68	224,000.00	57,037.32	74.54 %
1000 Worker's Compensation	3,645.00	6,000.00	2,355.00	60.75 %
1200 Other Fringe Benefits	653.00	1,000.00	347.00	65.30 %
Company Contributions	70.00		-70.00	
Total 6560 Payroll Expenses	2,047,341.84	2,676,124.50	628,782.66	76.50 %



Saline County Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
6700 Supplies	104.42		-104.42	
1600 Printing	7,420.65	10,000.00	2,579.35	74.21 %
1700 General Supplies	18,961.74	30,000.00	11,038.26	63.21 %
67-1700 General Office Supplies	1,881.19		-1,881.19	
Total 1700 General Supplies	20,842.93	30,000.00	9,157.07	69.48 %
2000-1 Janitorial Supplies	16,366.36	25,000.00	8,633.64	65.47 %
3300 Service Contracts	92,587.96	85,000.00	-7,587.96	108.93 %
Total 6700 Supplies	137,322.32	150,000.00	12,677.68	91.55 %
6800-1 Professional Services	13,794.70	70,000.00	56,205.30	19.71 %
4900 Communications				
69-4900 Telephone/Internet	27,542.61	41,500.00	13,957.39	66.37 %
Total 4900 Communications	27,542.61	41,500.00	13,957.39	66.37 %
5000 Postage	7,126.84	13,000.00	5,873.16	54.82 %
68-4400 Management and Consulting	75.00		-75.00	
6800 Other Professional Services	3,945.41	5,000.00	1,054.59	78.91 %
68-4600 Credit Card Fees	344.47		-344.47	
Square Fees	37.87		-37.87	
Total 68-4600 Credit Card Fees	382.34		-382.34	
Total 6800 Other Professional Services	4,327.75	5,000.00	672.25	86.56 %
Total 6800-1 Professional Services	52,866.90	129,500.00	76,633.10	40.82 %
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	1,933.42	2,000.00	66.58	96.67 %
70-5300 Airline and Rental Car	1,377.01	4,000.00	2,622.99	34.43 %
Total 7000 Transportation	4,436.26	11,000.00	6,563.74	40.33 %
7050 Advertising	929.57		-929.57	
5500 Advertising	24,493.11	35,000.00	10,506.89	69.98 %
Total 7050 Advertising	25,422.68	35,000.00	9,577.32	72.64 %
7100 Insurance				
71-5800 Fire and Extended Coverage	36,661.00	30,000.00	-6,661.00	122.20 %
71-5900 Vehicle Insurance	2,713.60	4,000.00	1,286.40	67.84 %
Total 7100 Insurance	39,374.60	34,000.00	-5,374.60	115.81 %
72-6000 Utilities				
6100 Electricity	58,953.20	85,000.00	26,046.80	69.36 %
6200 Gas	12,713.24	23,000.00	10,286.76	55.27 %
6300 Water	6,079.46	7,500.00	1,420.54	81.06 %
6400 Waste Disposal	4,592.60	5,500.00	907.40	83.50 %
Total 72-6000 Utilities	82,338.50	121,000.00	38,661.50	68.05 %
7300 Repairs and Maintenance	10,118.61		-10,118.61	



Saline County Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
73-6500 Building and Improvements	10,833.26	35,000.00	24,166.74	30.95 %
73-6600 Machinery and Equipment	11,655.61	15,000.00	3,344.39	77.70 %
Total 7300 Repairs and Maintenance	32,607.48	50,000.00	17,392.52	65.21 %
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	127.00	2,000.00	1,873.00	6.35 %
8600 Software	44,741.00	110,000.00	65,259.00	40.67 %
Total 7400 Miscellaneous	48,427.64	125,500.00	77,072.36	38.59 %
8500-1 All Programming				
8500 Youth Programming	28,406.22	32,000.00	3,593.78	88.77 %
8720 East End	-9,910.90		9,910.90	
Total 8500 Youth Programming	18,495.32	32,000.00	13,504.68	57.80 %
8550 Adult Programming/UX	15,271.61	28,000.00	12,728.39	54.54 %
8550-1 Community Engagement	8,066.56	10,000.00	1,933.44	80.67 %
8740 Adult Programming Benton	78.95		-78.95	
Total 8550 Adult Programming/UX	23,417.12	38,000.00	14,582.88	61.62 %
8570 Makerspace	13,132.89	20,000.00	6,867.11	65.66 %
Total 8500-1 All Programming	55,045.33	90,000.00	34,954.67	61.16 %
8700 Staff Development	10,440.74	16,200.00	5,759.26	64.45 %
8752 Fundraising Expenses	146.55	1,000.00	853.45	14.66 %
8800 Books/Magazines/Video/Audio	522,468.13	605,000.00	82,531.87	86.36 %
8845 Reference - Electronics	3,105.08		-3,105.08	
Total 8800 Books/Magazines/Video/Audio	525,573.21	605,000.00	79,426.79	86.87 %
Reimbursements	28.44		-28.44	
Total Expenditures	\$3,113,052.49	\$4,097,324.50	\$984,272.01	75.98 %
NET OPERATING REVENUE	\$ -126,073.72	\$409,875.50	\$535,949.22	-30.76 %
Other Expenditures				
9100 Building and Furnishings	61,733.06	287,000.00	225,266.94	21.51 %
9300 Machinery and Equipment	153,064.63	169,000.00	15,935.37	90.57 %
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	\$217,416.95	\$509,875.50	\$292,458.55	42.64 %
NET OTHER REVENUE	\$ -217,416.95	\$ -509,875.50	\$ -292,458.55	42.64 %
NET REVENUE	\$ -343,490.67	\$ -100,000.00	\$243,490.67	343.49 %

Intellectual Freedom Policy

(revised 4/5/2024)

The Saline County Library endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association.

As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. As a public institution committed to the principles of democracy and intellectual freedom, the Library recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view are available in the library's collection. Inclusion of a material in the collection does not imply the library's endorsement or promotion of an available material's contents. The library is committed to balancing the right to receive information and ideas with the duty and responsibility to select and curate library materials for the benefit of Saline County residents. Not all library materials will be suitable for all patrons and may reflect controversial, unorthodox, or even unpopular ideas. The library encourages parents and legal guardians to exercise authority and responsibility to determine the use of library materials for their own children.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

To the extent not inconsistent with applicable law or these policies, no restrictions are placed on what materials anyone may read, view, or listen to so long as the materials promote the selection criteria established by the Library's Collection Development Policy. Selection of materials to include in the collection will not be made on the basis of outside influence or anticipated approval or disapproval by others inside or outside the Saline County community, but solely on the merits of the material in relation to fostering a diverse library collection serving the needs and interests of Saline County at large.

Individuals or groups may question the inclusion of an item in the collection. It is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. Anyone is free to select or reject materials for themselves or their own minor children or wards. Parents and legal guardians have the responsibility for their child's or ward's use of Library materials.

Materials from the Library may not be removed or otherwise restricted at the request of an individual or group if the material's inclusion is supported by the Library's Collection Development Policy.

Collection Development Policy

(Revised 05/20/2024)

The function of the Library is to provide materials for all ages, from preschool through maturity. As many subject fields as possible are provided with the only limitations being those of Library resources. The objectives of the materials selection policy are to use money collected and donated for the benefit of the public to:

1. Provide library resources for the interest, information and enlightenment of all the people of the area served,
2. Provide materials to meet the continuing education needs of out-of-school adults and for the enrichment of the formal education needs of children and young adults, and
3. Provide materials to meet the recreational needs of all ages.

The collection of the Saline County Library shall be developed under the supervision of the library director and is maintained by selection librarians on staff. The collection shall be expanded and made available according to library policies and in accordance with the best professional judgment of the librarians. The librarians have discretion to provide access to the human records of the past and present, whether factual, imaginative, scientific, or cultural, on all intellectual levels of thought and interest in a variety of forms, whether tangible or intangible. Selection librarians provide continuity in collections through an organized structure for budgeting, selecting, acquiring, and managing Library materials.

Collection Development Philosophy

The Library's collection is living, changing, and constantly evolving. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Selection librarians review the collection regularly to maintain its vitality and usefulness to the community.

Inherent in the collection development philosophy is an appreciation for each patron of the Saline County Library. The Library provides materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. So long as an available material's inclusion is supported by the Selection Criteria, the Library upholds the right of the individual to access information, without regard to perceived acceptability to others.

Selection Criteria

Public libraries provide collections containing a wide variety of material formats, including but not limited to print, audio-visual, and electronic. In selecting materials and developing collections for adults and new adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious,

racial, and socio-economic diversity not only of Saline County, but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Widespread interest and usage are the most powerful influence on the Library's collection. Circulation, customer purchase requests and hold levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's Strategic Plan.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

We endeavor to build collections of merit, as determined by the professional judgement of the library staff, and consistent with the criteria below. These criteria are illustrative but not exhaustive. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by reviewers from authoritative, public library sources
- Potential user appeal
- Requests by library patrons
- Cost

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization

- Authenticity of history or social setting

Special Considerations for Online Collections:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

Some Examples of Authoritative Public Library Reviewing Sources:

- Booklist
- Library Journal
- New York Times Book Review
- Publishers Weekly
- School Library Journal

Special Considerations for Selecting for Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high community interest and materials that support the Library's strategic goals. Branch collections are especially shaped by patron use and the physical size of branch locations.

Special Considerations for Foreign Language Materials

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Specific consideration is given to materials in Spanish, the prevalent foreign language in the Saline County area.

Special Considerations for Selecting for Children

Children's materials are selected to provide pleasurable reading for the sake of reading and to provide information in fields of knowledge that are of interest to children. Materials are carefully selected so that children of all ages and abilities are served and so that the collections will stimulate imagination, mental growth, and intellectual development. The reading and viewing activity of children is ultimately the responsibility of parents and legal guardians who guide and oversee their own children's development. The Saline County Library does not intrude on that relationship.

Special Considerations for Selecting for Teens

Teen materials are selected to help teenagers to realize self-actualization and to live useful, well-adjusted lives in the community and to help them know and understand the world at large. The reading and viewing activity of teens is ultimately the responsibility of parents and legal guardians who guide and oversee their own children's development. The Saline County Library does not intrude on that relationship.

Special Considerations for Selecting for New Adults

New adult materials are selected to focus on the transitional period between being a teenager and an adult and of life and experiences approximately between ages 18-24. New adult focuses on issues such as leaving home, developing sexuality, and negotiating education and making career choices.

Special Considerations for Films and Video Games

Films and video games are selected to provide patrons with important resources of past, present, and future significance—or, a glimpse of what was, what is, and what might be. The collection does not shy away from titles which contain artistic value, even if those titles are considered to be controversial or innovative, in hopes that their inclusion invites discussion, thought, and understanding.

Special Considerations for Print on Demand, Self-Published and/or Local Authors

The Saline County Library respects the willingness of authors to suggest their items to be a part of the Library collection. All author requests presented to the Library are subject to the same selection criteria as purchased items. Titles may be excluded from the collection if the title is written or produced by an unknown author, privately printed or fabricated, or issued by obscure publishers. Also, titles may be excluded if no review can be found in a national professional publication. Exceptions may be made in the case of local authors, local materials, and subjects on which no other material is available.

Special Considerations for Selecting and Developing Nontraditional Collections (or, the Library of Things)

To support the Saline County Library's mission of providing traditional and innovative library resources, programs and services, we have expanded our collections to include what might be considered nontraditional library collections, to create a Library of Things. This collection is a major part of the Saline County Library's Strategic Plan.

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in Saline County, and provides members of our community access to technologies they wish to explore and understand or to which they may not normally have access. The Library's professional staff selects materials based on the needs and interests of library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain items in the collection, the Library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and withdrawal criteria as material acquired for purchase.

Not all Library of Things materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the

parent or legal guardian, not with the Library. Some items may be limited to use by patrons 18 years old and older due to excessive item cost and/or safety concerns and for reasons unrelated to content.

The library has amazing ideas of what patrons would love to borrow and cannot begin to predict what might be added to the collection next. To that end, it is easier to describe the formats that have not been previously identified or described in the collection development policy. Items in the Library of Things may include but are not limited to kits, tools, consoles, tablets, and equipment.

Special Considerations for Selecting and Developing Special Collections

The David O. Demuth Arkansas Collection collects original and secondary materials in a variety of formats in the following subject areas: history of the state of Arkansas, Saline County school yearbooks, Saline County obituary records on microfilm, and scrapbooks from local organizations and individuals.

The Demuth Collection is also the repository of the Library's digital archives.

Statement of Accessibility

The collection shall be developed and organized for access in many ways, to make it possible for citizens to inform and entertain themselves as their needs and desires occur, and to allow access across multiple material formats for those disadvantaged by lack of education, lack of language facility, ethnic or cultural background, age, or disability.

Consortium Memberships

Saline County Library belongs to a variety of consortium organizations that provide materials and databases for use by our Library patrons.

The Library is a member of the Arkansas Digital Library Consortium, which provides Overdrive and Libby access to public and school libraries across Arkansas.

The Library is a member of the Mid-Arkansas Regional Library System, along with Malvern-Hot Spring County, Grant County, Dallas County, and Cleveland County, and provides resource sharing for patrons of all member libraries.

The Library is also a member of Mockingbird Resource Sharing, which allows libraries across the state to share their catalogs and resources with other libraries and their users.

The Library, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the Arkansas State Library.

Gifts and Memorials

The Friends of the Saline County Library accept donations of materials in good condition which are sold to raise money for the Library. Donations may be delivered to the main Library location in Benton.

The Saline County Library accepts gifts and/or memorial gifts for its collection that fall within needed subject categories as determined by selection librarians and library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

In respect to gift books, this policy shall be followed: the Library maintains the right to decide whether or not any gift is to be added to the collection, sold, or discarded.

The board would like for donors to understand the following concerning donations:

1. The Library is not obligated to retain any gifts which fail to meet its criteria for selection.
2. The Library has the right to discard any gifts in poor physical condition (e.g., brittle paper, water or mildew damage, underlining in the text, torn and/or missing pages).
3. The Library has the right to sell any gifts which duplicate materials already in the collection and are not needed for replacement or duplicate copies.
4. The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or not indexed.
5. The Library has the right to determine suitability for inclusion in the special or circulating collections. Those materials which are useful to the library collection will be retained and other items will be disposed of in whatever manner the Library deems best.
6. The Library will determine the classification, housing and circulation policies of all gifts (as with purchased items).
7. The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge the receipt of gifts in writing if requested by the donor. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Suggestions of specific titles or subjects are welcomed when memorial donations are given but the final decision, based on the Library collection, rests with the selector responsible for the collection.

Materials written or produced by local authors must meet the general selection standards for inclusion in the library collection. No materials will be automatically added to the collection.

Materials Generally Excluded from the Collection

The decision to exclude an item is based on the professional judgement of Library staff. Other examples include:

- Most textbooks (except in those areas where the titles represent the main body of knowledge or best available sources of information.)
- Most complimentary desk copies or publisher's samples.

- Older editions of titles already owned by the Library.
- Marked up or dilapidated copies.
- Consumable materials, including workbooks and instructional supplies.
- Most ephemera.
- Outdated titles containing erroneous or misleading information, particularly in medicine, science, social science, and business disciplines.
- Reader's Digest Condensed Books.
- The work has inadequate characterization, plot, literary style, or atmosphere.
- The work is produced to incite hatred and intolerance.
- Defamatory materials.
- The work counsels and promotes conduct integral to the commission of criminal or fraudulent actions.
- The work is obscene and unprotected by the First Amendment. Works which present an honest picture of some problem or aspect of life, however, will not be excluded because of coarse language or frankness; furthermore, all materials will be judged as a whole rather than isolated passages; and
- The work adds nothing new to a field already well covered in other works currently available at the Library.

All library materials including gifts will be evaluated according to this policy. Any items not kept by the library are considered for inclusion in the book sale to benefit the library.

Collection Maintenance

As the physical plant of the Library limits materials capacity, and as the use and age of materials limits their life and effectiveness, material is regularly re-evaluated as to its current and future value to the library.

Damaged or worn materials of continuing value will be repaired when possible and/or replaced with materials of similar use when possible.

Materials of continuing value which are replaced by updated or revised information will be considered for redistribution according to the needs of the Libraries.

When, in the best professional judgment of the library director, the current and future value of materials does not warrant retaining multiple copies.

Titles which have not circulated for several years will be considered for withdrawal.

The Library board has approved the "CREW [Continuous Review, Evaluation, and Weeding] Guidelines for Weeding" as a good general guide for weeding.

Reconsideration of Materials Summary

1. The Challenger reads/listens to/watches the work in its entirety.
2. Challenger meets with the Director.

3. Within 5 business days, the Challenger submits Reconsideration Form.
4. The Reconsideration Committee is formed by the Director.
5. The Committee reads/listens to/watches the work in its entirety.
6. The Challenger may request a hearing within 5 business days of the submission of the Form.
7. After the hearing if held, the Committee meets to vote within 5 business days.
8. The results of the Committee's decision is communicated to the Challenger within 5 business days.
9. The decision of the Committee may be appealed to the full Board of Trustees within 5 business days. The decision of the Board is final.
10. Challenged material may not be rechallenged for a period of 5 years from a decision date.

This is a summary. To the extent any inconsistencies can be construed between this document and the binding applicable reconsideration policies, those policies govern the reconsideration process procedures.