

**Saline County Library
Board of Trustees
Agenda**

Date: 19 November 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 14 October 2024 board meeting
5. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modifications
6. Discussion Items
 - a. Director's Report
 - b. Library Management Team Reports
 - c. Circulation Statistics 2024
7. Unfinished Business
 - a. Review of Policies
 - b. RFQ for Auditing Services
 - c. New Board Member Selection
8. New Business
 - a. Approving Exempt Positions
 - b. Review Section VI of Board Bylaws

Adjourn

Next regular board meeting 13 January 2025

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

14 October 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 4:02 PM

2. Announcements

3. Public Comment

No public comment made.

4. Minutes from the 16 September 2024 board meeting

Cemmer motioned to approve. Conrad seconded the motion which passed unanimously.

5. Financial Reports

a. Income and Expense Reports

Conrad motioned to accept the reports as presented. McKeown seconded the motion which passed unanimously.

6. Unfinished Business

a. Review of Collection Development Policy

Clemmer moved to strike the summary section for the Reconsideration of Materials policy as such summaries do not exist for any other policies. McKeown seconded the motion which passed unanimously.

b. RFQ for Auditing Services

Espey will follow up with potential firm on Wednesday, October 16

c. New Board Member Selection

Judge Brumley will present the name of his chosen appointee to the Quorum Court at the personnel committee meeting on November 4, and the appointment will be confirmed at the Quorum Court regular meeting on November 18.

d. 2025 Budget

McKeown motioned to submit the budget as presented to the Quorum Court with the understanding that the COLA for the library personnel budget will align with what the Quorum Court approves for all county employees. Clemmer seconded the motion which passed unanimously.

During budget discussion, the board was made aware of the need to update library facilities to ensure ADA compliance. The board asked for an update of the evaluation and plan for this at the next board meeting.

7. New Business

a. New Meeting Day for Regular Meeting

The board chose to hold regular meetings on the second Monday of the regular meeting month so as not to interfere with the regular Quorum Court meeting which is held on the third Monday of each month.

Adjourn 5:53 PM

McKeown motioned to adjourn. Conrad seconded the motion which passed unanimously.

Next regular board meeting 19 November 2024



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	2,907,651.00	4,200,000.00	1,292,349.00	69.23 %
4200 State Aid	70,345.90	147,000.00	76,654.10	47.85 %
4255 Advertising Income	4,493.41		-4,493.41	
4310 Book Sale	17,703.47	22,000.00	4,296.53	80.47 %
4330 Copies/Printing	9,463.82	15,000.00	5,536.18	63.09 %
4350 Fines / Fees	5,351.03	15,000.00	9,648.97	35.67 %
4365 Fundraising	3,389.47	2,200.00	-1,189.47	154.07 %
4370 Gifts/Memorials	4,075.00		-4,075.00	
4410 Interest Income	145,785.65	66,000.00	-79,785.65	220.89 %
4455 Passport Fee	48,239.53	40,000.00	-8,239.53	120.60 %
4460 Refund	10,821.80		-10,821.80	
Billable Expense Income	0.00		0.00	
Sales Tax Income	-649.58		649.58	
Total Revenue	\$3,226,670.50	\$4,507,200.00	\$1,280,529.50	71.59 %
GROSS PROFIT	\$3,226,670.50	\$4,507,200.00	\$1,280,529.50	71.59 %
Expenditures				
3070 Rents, Land, & Buildings	51,680.00	53,000.00	1,320.00	97.51 %
6560 Payroll Expenses	-418.26		418.26	
0100 Wages	1,769,526.07	2,036,624.50	267,098.43	86.89 %
0600 Taxes (Fed, AR, SUTA)	132,960.92	130,000.00	-2,960.92	102.28 %
0800 Retirement	261,200.22	278,500.00	17,299.78	93.79 %
0900 Insurance Benefits				
0900-01 Health Insurance	185,710.03	224,000.00	38,289.97	82.91 %
0900-02 Life Insurance	568.00		-568.00	
Total 0900 Insurance Benefits	186,278.03	224,000.00	37,721.97	83.16 %
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	2,353,914.98	2,676,124.50	322,209.52	87.96 %
6700 Supplies				
1600 Printing	7,420.65	10,000.00	2,579.35	74.21 %
1700 General Supplies	25,699.08	30,000.00	4,300.92	85.66 %
2000-1 Janitorial Supplies	18,758.81	25,000.00	6,241.19	75.04 %
3300 Service Contracts	97,963.93	85,000.00	-12,963.93	115.25 %
Total 6700 Supplies	149,842.47	150,000.00	157.53	99.89 %
6800-1 Professional Services	16,444.67	70,000.00	53,555.33	23.49 %
4900 Communications	31,515.59	41,500.00	9,984.41	75.94 %
5000 Postage	7,956.84	13,000.00	5,043.16	61.21 %
68-4400 Management and Consulting	75.00		-75.00	



Saline County Library

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
6800 Other Professional Services	5,660.84	5,000.00	-660.84	113.22 %
Total 6800-1 Professional Services	61,652.94	129,500.00	67,847.06	47.61 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	1,319.33	5,000.00	3,680.67	26.39 %
70-5200 Fuel for Personal Vehicle Use	2,252.33	2,000.00	-252.33	112.62 %
70-5300 Airline and Rental Car	1,184.75	4,000.00	2,815.25	29.62 %
Total 7000 Transportation	4,756.41	11,000.00	6,243.59	43.24 %
7050 Advertising	26,092.98	35,000.00	8,907.02	74.55 %
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	65,605.44	85,000.00	19,394.56	77.18 %
6200 Gas	14,185.90	23,000.00	8,814.10	61.68 %
6300 Water	6,898.29	7,500.00	601.71	91.98 %
6400 Waste Disposal	5,043.16	5,500.00	456.84	91.69 %
Total 72-6000 Utilities	91,732.79	121,000.00	29,267.21	75.81 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	10,215.35		-10,215.35	
73-6500 Building and Improvements	17,618.36	35,000.00	17,381.64	50.34 %
73-6600 Machinery and Equipment	11,655.61	15,000.00	3,344.39	77.70 %
Total 7300 Repairs and Maintenance	39,489.32	50,000.00	10,510.68	78.98 %
7400 Miscellaneous				
74-7300 Dues and Memberships	2,240.00	9,500.00	7,260.00	23.58 %
7900 Meals and Lodging	6,082.25	4,000.00	-2,082.25	152.06 %
8200 Refund	167.00	2,000.00	1,833.00	8.35 %
8600 Software	45,172.48	110,000.00	64,827.52	41.07 %
Total 7400 Miscellaneous	53,661.73	125,500.00	71,838.27	42.76 %
8500-1 All Programming	59,347.88	90,000.00	30,652.12	65.94 %
8700 Staff Development	11,235.17	16,200.00	4,964.83	69.35 %
8752 Fundraising Expenses	146.55	1,000.00	853.45	14.66 %
8800 Books/Magazines/Video/Audio	582,542.97	605,000.00	22,457.03	96.29 %
Office Supplies & Software	10,445.18		-10,445.18	
Reimbursements	47.08		-47.08	
Total Expenditures	\$3,535,963.05	\$4,097,324.50	\$561,361.45	86.30 %
NET OPERATING REVENUE	\$ -309,292.55	\$409,875.50	\$719,168.05	-75.46 %
Other Expenditures				
9100 Building and Furnishings	62,817.09	287,000.00	224,182.91	21.89 %
9300 Machinery and Equipment	156,404.80	169,000.00	12,595.20	92.55 %



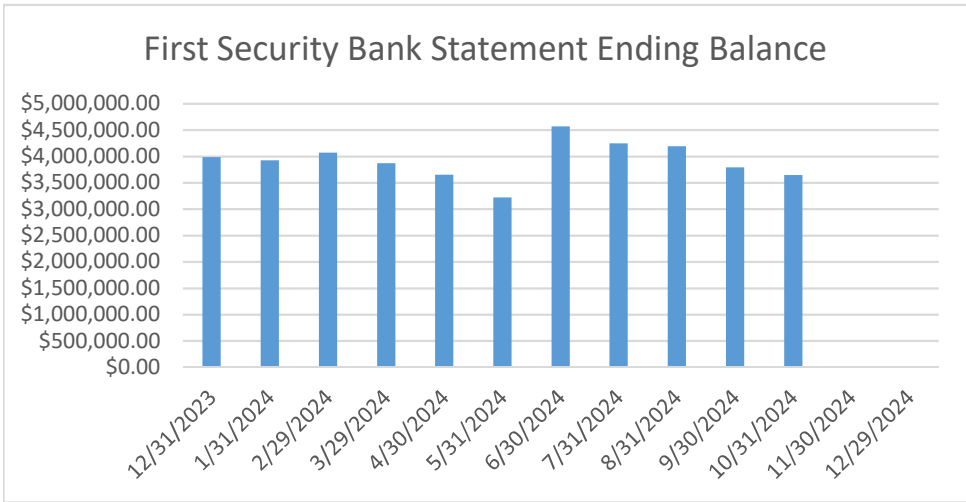
Saline County Library

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

January - December 2024

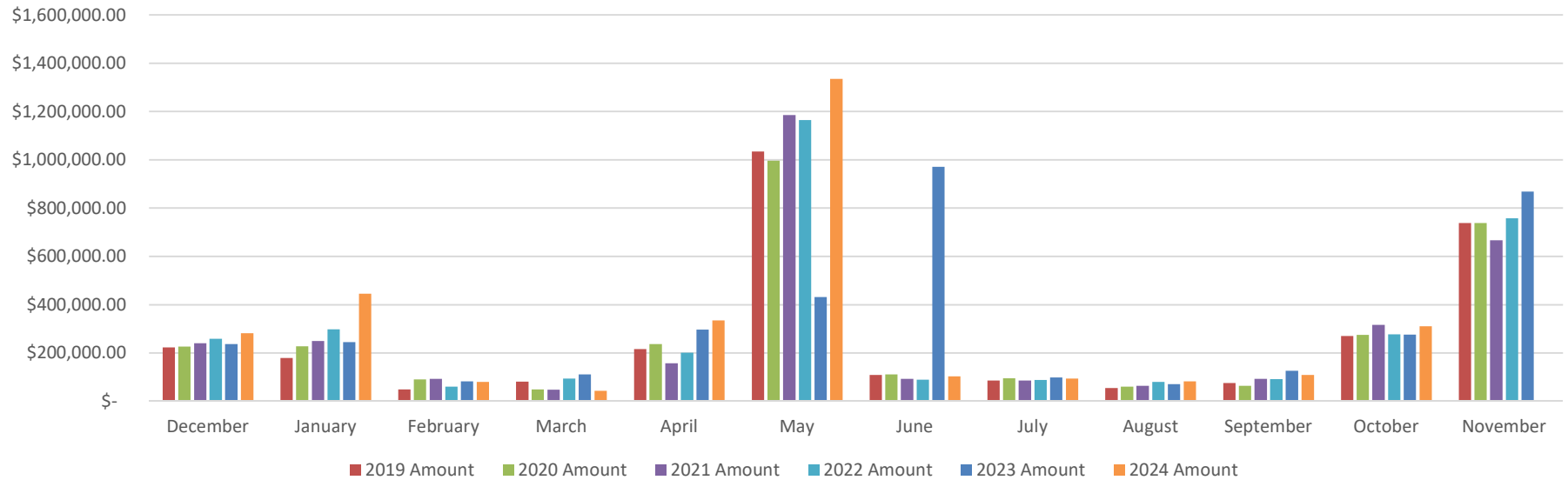
	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
9500 Other Miscellaneous Expenditure		25,875.50	25,875.50	
9600 Friends Expenses	2,806.99	28,000.00	25,193.01	10.02 %
Total Other Expenditures	\$222,028.88	\$509,875.50	\$287,846.62	43.55 %
NET OTHER REVENUE	\$ -222,028.88	\$ -509,875.50	\$ -287,846.62	43.55 %
NET REVENUE	\$ -531,321.43	\$ -100,000.00	\$431,321.43	531.32 %

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	\$3,646,948.57
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	\$ 310,411.13	\$ 34,826.53
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	\$ 3,217,993.54	\$ (595,595.19)



Saline County Library Board

2024 Budget Modification Form

Prepared By: Arielle Wilson

Date: 15-Nov-24

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
	7900	Meals and Lodging	\$ 4,000.00	\$ 4,000.00	\$ 6,082.25	\$ (2,082.25)	\$ 2,082.25	\$ 6,082.25	\$ -
	8700	Staff Development	\$ 6,000.00	\$ 16,200.00	\$ 11,235.17	\$ 4,964.83	\$ (2,082.25)	\$ 14,117.75	\$ 2,882.58
	0600	Taxes (Fed, AR, SUTA)	\$ 130,000.00	\$ 130,000.00	\$ 132,960.92	\$ (2,960.92)	\$ 54,000.00	\$ 184,000.00	\$ 51,039.08
	9100	Building and Furnishings	\$ 402,000.00	\$ 287,000.00	\$ 62,817.09	\$ 224,182.91	\$ (54,000.00)	\$ 233,000.00	\$ 170,182.91
	70-5200	Fuel for Personal Vehicle Use	\$ 2,000.00	\$ 2,000.00	\$ 2,252.33	\$ (252.33)	\$ 1,000.00	\$ 3,000.00	\$ 747.67
	9500	Other Miscellaneous Expenditure	\$ 101,075.50	\$ 25,875.50	\$ -	\$ 25,875.50	\$ (1,000.00)	\$ 24,875.50	\$ 24,875.50
	71-5800	Fire and Extended Coverage	\$ 30,000.00	\$ 30,000.00	\$ 36,661.00	\$ (6,661.00)	\$ 6,661.00	\$ 36,661.00	\$ -
	9500	Other Miscellaneous Expenditure	\$ 101,075.50	\$ 24,875.50	\$ -	\$ 24,875.50	\$ (6,661.00)	\$ 18,214.50	\$ 18,214.50
	6800	Other Professional Services	\$ 5,000.00	\$ 5,000.00	\$ 5,660.84	\$ (660.84)	\$ 1,000.00	\$ 6,000.00	\$ 339.16
	9500	Other Miscellaneous Expenditure	\$ 101,075.50	\$ 18,214.50	\$ -	\$ 18,214.50	\$ (1,000.00)	\$ 17,214.50	\$ 17,214.50
	9300	Machinery and Equipment	\$ 69,000.00	\$ 169,000.00	\$ 156,404.80	\$ 12,595.20	\$ 70,000.00	\$ 239,000.00	\$ 82,595.20
	9100	Building and Furnishings	\$ 402,000.00	\$ 233,000.00	\$ 62,817.09	\$ 170,182.91	\$ (70,000.00)	\$ 163,000.00	\$ 100,182.91
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -	
					\$ -		\$ -	\$ -	
						\$ -			

Library Director's Report

November 2024

MidArkansas Regional Board Meeting

The next MidArk board meeting is scheduled for December 6 at the Dallas County Library in Fordyce at 10:00 AM.

Carpet Cleaning in Benton

We are working with Steamatic to schedule a deep clean of the carpets in the public areas of Benton.

Human Resources Position

We have interviewed several candidates and hope to have a decision by the end of this week.

Replacing VAV Controllers

Our internal HVAC units (VAVs) have reached end of life with regard to being able to update their software and getting parts for them. We are working with Harrison Energy Partners (the company that we use for the HVAC system in Benton) to get these updated before the end of 2024.

Exempt Positions

As requested, when we had the compensation study, we asked that they also evaluate positions that fall under the FLSA qualifications for exemption. The positions recommended were Library Director, Assistant Library Director, Building Operations Manager, Branch Manager, Human Resources Manager, Financial Manager, and Public Relations Manager.

Services Hours for 2024

Through a partnership with the Bryant School District, our Public Relations Department has a Marketing Intern this semester. The intern calculated the services hours for the East End, Bryant, and Benton branches through the end of 2024. Barring any unanticipated closures over the next six weeks, the Saline County Library has a combined total of 6,561 hours that the buildings are open for public use!

Submitted by,
Leigh Espy
Library Director

Library Management Team Report

Assistant Library Director

November 2024

Benton Branch

Madison Oden has continued working with her staff in Public Services to provide the best experiences possible for our Benton patrons. Laura Austin in Adult Services and her team continue to support the services at the Ask Here Desk. This was an invaluable addition during election season so patrons frequently had two staff members at the desk to assist with voter registrations. Laura's team has continued presenting many fall programming events while experimenting with new ways to connect with our adult patron population. Wendy Christy and her Youth Services team had a very creative library council election program for kids of all ages. They selected literary characters that young people easily identified with and gave them an election experience at all our library branches. She and her Benton team continue to meet and review what they learned at the Association for Library Service to Children Conference they attended in Colorado back in September. I am proud of Wendy for continuing to give a return on the professional education investment that the Saline County Library made in that conference experience for her team.

Bryant Branch

Susan Jacobs and Wendy Christy collaborate to ensure their shared Youth Services staff are working together for the many fall events. Programmers Amanda Ball, Callie Graham, and Chloe Bridges continue to provide exciting events. Chloe Bridges recently held a Veterans Appreciation program on November 9th. She had local agencies participate including the local American Legion, the Gann Museum, Saline County Veterans Services, a music team from the 106th Arkansas Army National Guard Band, and others. Several local Veterans and current active military members attended. I feel certain this will be an annual event since patrons were asking to be invited next year. Congratulations to Susan and her team for all their continued successes.

East End Branch

Amanda Garrison and her library team are successfully presenting their fall programming. I have assisted several days when staff have been out for vacation leave this month. Each time I work there patrons tell me how much they appreciate the East End branch. I have witnessed parents bringing their children to both storytime sessions and homeschool activities. These meetings continue each week and provide support for literacy in addition to a strong sense of community for patrons. The staff participated in the East End Parade on November 2nd. They interacted with over 267 residents and issued 17 library cards. October and November have been very successful.

Submitted by,

Stony Evans
Assistant Library Director

Library Management Team Report
Building Operations Department
November 2024

Building Operations Department

IT

For the most part, the IT department maintained the network and all associated equipment with only one issue toward the end of October. There was a hardware failure in one of our network switches, which was corrected within eight hours of the failure.

Geoff also helped get the office move in Bryant complete and successfully brought LPT:One, our public printing service, online in Bryant. Geoff has done a wonderful job at staying abreast of the day-to-day IT issues while also getting these big projects completed.

Maintenance/Housekeeping

We had the Azalea bushes and shrubbery at the front of our Benton location torn out to make way for various future gardening and landscaping projects. Billy also addressed lighting issues around the library, while tending to the daily needs of the organization. He consistently went above and beyond to meet the maintenance needs of our properties.

Brittton and Tatiana have each kept their buildings clean and presentable for staff and patrons, alike. Since moving Tatiana to Bryant full-time in May, she and Brittton have taken to their responsibilities and have made each building their own, respectively. They do a fantastic job and deserve every bit of praise that they get.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

East End

November 2024

East End Library

We had 1520 people visit during the month of September, an average of 76 per day, and made 50 library cards. We answered 290 questions (33 digital questions, 126 general questions, 50 reference questions and 81 questions about technology) and had 35 people use our Study Room, 115 use the Meeting Room and 168 use our CreativeSpace. We had 143 use our computer lab for 84 hours and 35 minutes, 35 minutes on average. We had 422 in attendance at our programs for the month.

In October, we had 1558 people visit, an average of 71 per day, and made 48 library cards. We answered 306 questions (25 digital questions, 148 general questions, 47 reference questions and 86 questions about technology) and had 32 people use our Study Room, 177 use the Meeting Room and 195 use our CreativeSpace. We had 103 use our computer lab for 47 hours and 33 minutes, 28 minutes on average. We had 782 in attendance at our programs for the month.

September started up our weekly programs (storytime for preschoolers and babies and an activity for homeschoolers) and our monthly programs (two book clubs, a STEAM program and a craft program). We've had great turnouts for each of our programs and are happy to get to interact with our patrons away from the circulation desk. September also brought about a partnership with the East End Middle School Advanced Art who had a competition to design a mural to paint on a wall in our meeting room. Students divided into teams and created beautiful pieces of art and our staff chose our favorites that will be incorporated into one piece and added to our wall. The art teacher, Laura DePriest, was kind enough to allow us to keep all the pieces submitted and we'll hang those up as well to accompany the completed mural.

October saw the opening of the Costume Closet for Halloween and I'm happy to say that we gave away 98 costumes to families in East End! We received about 40 to begin with and gave those all away by the second day. Luckily Susan and the Bryant library had some to spare and gave us a few more. Our patrons definitely needed and appreciated them! The last week of the month, we transformed the library into a giant board game similar to Candyland and had 149 playthroughs! It was a lot of fun and our little library is perfect for this sort of activity. We will definitely do this again with different events.

November has just started but the library was invited to participate in the annual East End Parade. Though we could not get enough staff from other locations to volunteer to participate in the parade itself, E'Yanne, Lydia and I set up a booth at a vendor event at the end of the parade and interacted with 267 people, some of our regulars and lots of new families, too! Hopefully they'll visit us at the library soon!

Submitted by,
Amanda Garrison, MLS
East End Branch Manager

Library Management Team Report

Public Relations Department

November 2024

Social Media Stats

Social Stats September 9 – November 9 and +/- from last board report (NOTE: Does include Library Card Sign-Up Month):

Facebook Reactions: 2,381 (+194)

Facebook Clicks: 11,840 (+6,406)

Facebook Posts: 279 (+56)

Facebook New Followers: 115 (+37)

Facebook Reach: 313,534 (+169,137)

Facebook Shares: 442 (+99)

Instagram New Followers: 6 (-18)

Instagram Number of Posts: 203 (+56)

Instagram Likes: 648 (+176)

Instagram Comments: 11 (-6)

Instagram Reach: 20,227 (+11,903)

Website Stats

September and October

Active Users: 204k

New Users: 159k

Average engagement per active user: 5m 56s

Public Attendance and Outreach Stats

Public Attendance September 9 – November 9 and +/- from last board report (NOTE: Does include Library Card Sign-Up Month):

Ribbon Cuttings: 11

Networking Group Meetings: 10

Community Meetings or non-booth Events: 9

Community Partner 1-on-1: 1

Other networking or community events (outreach): 14

Outreach attendance/engagement: 4566 (+3373)

New Cards: 178 (-59)

Library Card Sign Up Month 2024 Stats

Number of people in our buildings: 17,383

Number of items checked out or renewed: 27,007

Number of website views: 3.2 Million

Instagram Reach: 10,039

Facebook Reach: 273,641

Number of e-newsletter reads: 15,633

Number of library card renewals: 369

Number of new library card sign ups: 710

Announcements

We finished our best Library Card Sign Up Month campaign yet with over 1,000 “powers activated” by renewing or signing up for a library card! We also raised around \$6,000 in sponsorship money to help cover the cost of materials and future growth projects.

After LCSUM finished, we kicked off our giving season with the annual Warm Wishes Windows and Mr. Rogers Sweater Drive events to collect warm clothing for our community. This year we also added Battle of the Businesses, a food and hygiene product drive. We have 12 businesses participating. They will collect products through Nov. 30th and then turn it all in. The business with the most items will win a WWE-style Golden Heart belt and bragging rights.

Next in the works is our 2026-2028 Strategic Plan. Our team will start working on that in November and the process of planning, research, and developing the plan will take approximately one year. We hope to present the new plan in November 2025.

Submitted by,

Kari Lapp
Public Relations Manager

Library Management Team Report

Youth Services

November 2024

Trunk or Treat

The Saturday before Halloween, our department (along with Rob from building Operations, Bella from Public Relations, and Tierney and Joel from Adult Services) put on a trunk or treat in Bryant. We moved the event to Benton this year so we would have more room inside in case of rain, but we had beautiful weather and 379 people came out to trick or treat and play games with us. 107 people attended the Halloween storytime before the games started.

Programs & Outreach

In September and October, members of the youth services department saw over 1,500 kids at outreach visits and events. During this time, we had over 1000 people attend storytimes, and over 800 at homeschool programs. Our afterschool programs have also been very well attended. We have had around 670 kids attend programs after school.

Library Council Elections

This year we held our first ever Library Council elections. Each branch chose 2 pairs of children's book characters to run for Library Council. We made campaign posters and yard signs to put up around the libraries. Early voting began on October 21, and voting continued until November 5. Everyone who voted got an "I Voted" sticker just like in real elections. In Benton, our book display focused on the books featuring the candidates and books about how elections work and our government. The winners were: Pigeon and the Very Impatient Caterpillar in Benton, Winnie the Pooh and Corduroy in Bryant, and Elephant and Piggie in East End. Over 160 people voted in our election.

Winter Reading Bingo Challenge

Our winter reading challenge this year runs from November 25 through January 31. Children 18 and under have four opportunities to win a prize. After 15 days of reading, they will get to choose a book from our prize cart. For each additional 15 days they read during the challenge, they can pick a prize from the prize box. Adults will have 3 challenges to choose from: reading, watching, and writing. Each program has the same prizes, and adults may participate in as many of the challenges as they choose. The program runs from November 25 through January 31. We sent out information to all of the local schools, and will be promoting the challenge on social media as well.

Submitted by,

Wendy Christy
Youth Services Manager

Library Management Team Report

Bryant Branch

November 2024

Statistics

During September, the public computers were used 704 times for a total of 346 hours with an average of 29.5 minutes for each session. We had 5,194 patrons visit with a daily average of 216 visitors. We notarized 73 documents and submitted 34 passport applications. We circulated 6,946 items, which is a 4.2% decrease over 2023 (7,254).

In October, the public computers were used 713 times for a total of 388 hours with an average of 32.6 minutes for each session. 6,125 patrons visited the branch with an average of 235 patrons per day. We notarized 47 documents and submitted 56 passport applications. We circulated 7,024 items which is a 3.6% decrease over 2023 (7,289).

Staffing Report

In October, Anna Wagnon accepted an internal position in Technical Services. We promoted our part-time library assistant, Chloe Lee, to full-time and have an opening for a part-timer.

	Reference Questions asked	General Questions asked	Digital material Questions	Public Computer Questions	Passport Calls
July & August	281	274	126	255	267
September	140	117	99	146	69
October	121	128	72	91	75
November					
December					

Submitted by,

Susan Jacobs
Branch Manager

Library Management Team Report

Adult Services Department

November 2024

Makerspace

The Benton Makerspace saw 473 patrons during September and October.

The Bryant Makerspace saw a marked decrease in patronage due to a change in open hours which seemingly did not match with patron availability; and a closure of the space for an extended period due to an infiltration by stinging insects. It has since reopened, and we are looking at restructuring our approach there to better utilize the space and better meet our patrons' usage needs.

Programming

Health-focused

Tai Chi has a devoted core patronage and is continually enticing new patrons to try it out. In October, we added a weekly Pilates class to our health programming, and it is slowly gaining a following.

Creation-focused

Our creation-focused programs such as Adult Craft Hour, Adventures in Making, Adult Art Studio, and Family Fun Hour are a huge hit with our patrons. Each program is regularly filled to capacity.

Information-focused

Despite the highly informational and engaging presentations created by Cody Berry, History Talks is still trying to find its footing. We will continue to promote this program and others like it because we believe the local history audience is out there.

Socialization-focused

One of the big goals of the Adult Services Department is to address the growing loneliness crisis. With that in mind, we created programs like Quiet Cafe and Inklings which both have a steady patron base. Our newer book clubs are gaining in popularity while our older offerings are maintaining their patronage. Other socialization-focused programs like Chess Day, Classic Games, and Stitches and Cozy TV Mysteries are still struggling to find their place in our offerings.

Statistics

	September	October
In Person	139	245
Makerspace Benton	254	219
Makerspace Bryant	9	1
Presenter	16	39

Submitted by,
Laura Austin
Adult Services Manager