Library Board Meeting

July 1, 2016

Board Packet Documents

Librarian’s Report - included

Old Business

1. Annex - Included

New Business

1. Staff Reports
   1. Charlotte – Financial
   2. Jan – Services
   3. Arnesica – Gate, Circulation, Programs
   4. Barry – Bookmobile and Volunteer

Additional Business

1. As needed – None at the time of preparing this document

Librarian’s Report

July 1, 2016

Summer has been off to a successful start and we have seen several new families participate in our programs. While our outreach to the public schools in May was significantly lower than average, I have developed new partnerships with several new teachers and am already scheduled to present class programs in the fall. These new partnerships include 2 high school teachers, which are extremely rare, and a partnership with the childcare center at First Baptist Church.

We currently have 228 children in our Summer Reading Program and our event attendance has generally be average to above average. We had 356 people visit us at Brickfest and approximately 50 people attend our concert. Unfortunately, I suffered pretty bad heat exhaustion that left me sick for the next 3 days.

We currently have one open part time position, for which I have been conducting interviews. I hope to have this position filled by Tuesday.

We were finally able to take the photo with the legislators for our GIF grant. The funds were scheduled to release on June 15th, but the person in charge of paying affidavits was on vacation. We were notified that the funds were released on Wednesday of this week.

**Stinson Construction**

**License Number: 0126330117 Phone: 501-844-7075**

**WC# TARAR64339-01**

**Brian Stinson**

**262 Pond Road**

**Bismarck, AR 71929**

6/29/16

Mr. Jerry Dodd:

Here is a bid on the retaining wall and support beams for the Malvern Library. Please do not hesitate to call me with and questions.

***Malvern Library Project***

**Support Beans**

Approximately (4) Beams at 57’ each will be supported approximately every 8’ or as needed to structurally support the load above as needed. The beams will be treated (4x6) with a (4x6) support at 8’ intervals. There will be a 4”x16”x16” solid concrete pad at these locations.

**Total Cost $4,930.00**

**Retaining Wall**

Footers 1,400.00

Footer Materials 1,100.00

Dirt Work 1,000.00

Blocks & Labor 2,100.00

Misc. 1,800.00

**Total Cost $7,900.00**

Thank you,

Brian Stinson

501-844-7075

Financial Reports

Financial Reports

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hot Spring County Liby -May 2016** | **2016** |  |  |  |  |
| **Checking Accounts** |  |  |  |  |  |
|  | **Beg Year Bal** | **1st. Of May** | **Deposits** | **WTHDRL** | **END BAL** |
| **Malvern-HSC Library** | **$101,489.32** | **$104,208.26** | **$1,025.97** | **($314.44)** | **$104,919.79** |
| **Library Genealogy Acct.** | **$43,750.27** | **$41,539.25** | **$6.83** | **$0.00** | **$41,546.08** |
| **Malvern-HSC Foundation** | **$28,954.81** | **$28,964.39** | **$2.45** | **$0.00** | **$28,966.84** |
| **Mid Ark Regional Library (US Bank)** | **$13,955.19** | **$13,955.19** | **$0.00** | **$0.00** | **$13,955.19** |
| **Mid Ark Regional Library (FBT)** | **$85,434.95** | **$59,692.71** | **$0.00** | **($4,431.53)** | **$55,261.18** |
| **Mid Ark Regional - Branch** | **$151,293.63** | **$138,531.43** | **$2,685.00** | **($12,132.73)** | **$129,083.70** |
|  |  |  |  |  |  |
| **Total of All Accounts as of 5/31/2016** |  |  |  |  | **$373,732.78** |
|  |  |  |  |  |  |
| **Money through Courthouse:** |  |  | **YTD** |  |  |
|  |  | **BEG BAL** | **May** | **APRPTE** | **END BAL** |
| **Salary Employees** |  | **$138,205.05** | **$12,440.93** |  | **$82,441.75** |
| **Part-Time Employees** |  | **$45,420.00** | **$2,458.13** |  | **$33,217.99** |
| **Computers Services** |  | **$3,000.00** | **$168.95** |  | **$2,831.05** |
| **General Office Supplies** |  | **$6,000.00** | **$143.64** |  | **$5,856.36** |
| **Maintenance & Service Contracts** |  | **$2,800.00** | **$320.46** |  | **$1,973.78** |
| **Other Professional Services** |  | **$1,000.00** | **$0.00** |  | **$865.00** |
| **Postage** |  | **$4,500.00** | **$750.50** |  | **$2,999.00** |
| **Internet - email/internet/Web hosting** |  | **$11,000.00** | **$458.45** |  | **$9,625.19** |
| **Special Projects (see below)** |  | **$35,000.00** | **$1,839.13** |  | **$25,991.33** |
| **Life Insurance** |  | **$324.00** | **$27.00** |  | **$189.00** |
| **Health Insurance** |  | **$30,503.00** | **$2,455.25** |  | **$18,226.75** |
| **Unemployment Compensation** |  | **$7,876.90** | **$0.00** |  | **$7,527.92** |
| **Worker's Compensation** |  | **$3,340.00** | **$0.00** |  | **$1,438.00** |
| **Retirement Noncontributory** |  | **$27,125.39** | **$2,696.70** |  | **$17,242.24** |
| **Social Security Matching** |  | **$14,000.00** | **$1,488.72** |  | **$8,554.46** |
| **Utilities (Electricity)** |  | **$39,000.00** | **$4,525.46** |  | **$22,510.26** |
| **Machinery & Equipment** |  | **$6,500.00** | **$0.00** |  | **$6,162.10** |
| **Vehicles** |  | **$2,000.00** | **$0.00** |  | **$2,000.00** |
| **Buildings Improvement** |  | **$2,000.00** | **$0.00** |  | **$2,000.00** |
| **Total as of May 31, 2016** |  | **$379,594.34** | **$29,773.32** |  | **$251,652.18** |
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|  |  |  |  |  |  |
| **Special Project** |  |  |  |  |  |
| **Findaway World** | **$968.85** |  |  |  |  |
| **Brodart Co.** | **$385.65** |  |  |  |  |
| **Recorded Books** | **$272.63** |  |  |  |  |
| **Malvern Daily Record** | **$212.00** |  |  |  |  |
| **Total Special Project for May 2016** | **$1,839.13** |  |  |  |  |
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| **HSC Lib Co. Checking Acct.** |  |  |  |  |  |
| **Beginning Balance - May 2016** |  |  | **$104,208.26** |  |  |
| **Malvern Water Works** |  | **$131.32** |  |  |  |
| **Depart. Of Information** |  | **$38.70** |  |  |  |
| **Showcases** |  | **$143.64** |  |  |  |
| **Total Checks Written for May 2016** |  |  | **($314.44)** |  |  |
| **Deposit for Mayl 2016** |  |  | **$1,025.97** |  |  |
| **Ending Balance - May 2016** |  |  | **$104,919.79** |  |  |
|  |  |  |  |  |  |
| **Regional Checking Acct.** |  |  |  |  |  |
| **Beginning Balance May 2016** |  |  | **$59,692.71** |  |  |
| **Charlotte Smith** |  | **$528.77** |  |  |  |
| **Barry Honold** |  | **$610.12** |  |  |  |
| **Arnescia Lee** |  | **$610.12** |  |  |  |
| **Janice Lambert** |  | **$992.47** |  |  |  |
| **Charlotte Smith** |  | **$976.20** |  |  |  |
| **OCLC, Inc.** |  | **$84.76** |  |  |  |
| **Malvern Oil Company** |  | **$38.38** |  |  |  |
| **Chase Card Service** |  | **$11.63** |  |  |  |
| **Verizon Wireless** |  | **$80.08** |  |  |  |
| **American Library Association** |  | **$449.00** |  |  |  |
| **ProMAS, LLC** |  | **$50.00** |  |  |  |
| **Total Checks Written for May2016** |  |  | **($4,431.53)** |  |  |
| **Deposit for May 2016** |  |  | **$0.00** |  |  |
| **Ending Balance - May 2016** |  |  | **$55,261.18** |  |  |
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| **Branch - Acct** |  |  |  |  |  |
| **Beginning Balance - May 2016** |  |  | **$138,531.43** |  |  |
| **Ashley Graves** |  | **$338.96** |  |  |  |
| **Office Depot** |  | **$491.15** |  |  |  |
| **Sam's Club** |  | **$146.78** |  |  |  |
| **3rd & Main St. Sweets** |  | **$324.82** |  |  |  |
| **3rd & Main St. Sweets** |  | **$62.13** |  |  |  |
| **Junior Library Guild** |  | **$3,861.00** |  |  |  |
| **Skylar Gardner** |  | **$50.00** |  |  |  |
| **Costume Specialists** |  | **$140.00** |  |  |  |
| **Brodart Co.** |  | **$105.77** |  |  |  |
| **National HVAC Service** |  | **$221.27** |  |  |  |
| **Malvern Daily Record** |  | **$135.00** |  |  |  |
| **RTI** |  | **$2,455.56** |  |  |  |
| **Gale/Cengage Learning** |  | **$637.30** |  |  |  |
| **Arkansas Travelers** |  | **$300.00** |  |  |  |
| **Malvern Brickfest** |  | **$100.00** |  |  |  |
| **US Bank** |  | **$65.26** |  |  |  |
| **S & S WorldWide** |  | **$970.03** |  |  |  |
| **Discount School Supply** |  | **$138.84** |  |  |  |
| **Office Depot** |  | **$151.87** |  |  |  |
| **Gale/Cengage Learning** |  | **$215.62** |  |  |  |
| **Discount School Supply** |  | **$71.78** |  |  |  |
| **Ulverscroft Large Print** |  | **$44.98** |  |  |  |
| **S & S WorldWide** |  | **$168.28** |  |  |  |
| **S & S WorldWide** |  | **$801.33** |  |  |  |
| **The Little Rock Zoo** |  | **$205.00** |  |  |  |
| **Total Checks Written for May 2016** |  |  | **($12,132.73)** |  |  |
| **Deposit for May 2016** |  |  | **$2,685.00** |  |  |
| **Ending Balance - May 2016** |  |  | **$129,083.70** |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Library - Genealogy Acct.** |  |  |  |  |  |
| **Beginning Balance May 2016** |  |  | **$41,539.25** |  |  |
| **Total Checks Written for May 2016** |  |  | **$0.00** |  |  |
| **Deposit for May 2016** |  |  | **$0.00** |  |  |
| **Interest Earned** |  |  | **$6.83** |  |  |
| **Ending Balance May 2016** |  |  | **$41,546.08** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Malvern-HSC Foundation Acct** |  |  |  |  |  |
| **Beginning Balance May 2016** |  |  | **$28,964.39** |  |  |
| **Total Checks written for AMay 2016** |  |  | **$0.00** |  |  |
| **Deposit for May 2016** |  |  | **$0.00** |  |  |
| **Interest Earned** |  |  | **$2.45** |  |  |
| **Ending Balance - May 2016** |  |  | **$28,966.84** |  |  |
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| **No Memorials for May 2016** |  |  |  |  |  |
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| --- | --- |
| ***Interlibrary Loans:*** |  |
| Material loaned out to other libraries | 23 |
| Material borrowed from other libraries | 41 |
| Book Club Books | 12 |
|  |  |
| ***Memorial Donations:*** |  |
| No Memorials the month | $0 |
|  |  |
| ***Other Donations:*** |  |
| No other donations this month | $0 |
|  |  |
| ***Fees & Cost:*** |  |
| 1. Fines | $414.73 |
| 2. Copies | $120.25 |
| 3. New Cards | $59.00 |
| 4. Visitor's Passes | $96.00 |
| 5. Lost Items | $8.99 |
| 6. Laminations | $3.50 |
| 7. Donations: | $11.20 |
| 8. Micellaneous | $1.65 |
| 9. Bill Tower | $210.25 |
|  |  |
| ***Total*** | ***$925.57*** |
|  |  |
| ***Deposits for May:*** |  |
| 1. May 5, 2016 | $197.02 |
| 2. May 12, 2016 | $176.01 |
| 3. May 26, 2016 | $423.60 |
| 4. May 31, 2016 | $128.94 |
|  |  |
| ***Total*** | ***$925.57*** |
|  |  |
|  |  |
| ***Friends of the Library Deposits:*** | $308.80 |

Library Services Report

Gate Count, Circulation, and Programs Report

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2016** | | Children's Programming | | | YA Programming | | | Adult Programming | | |  | |
| **may** |  | |  |  | |  |  | |  |  | |
| wk 1 | 4 | | 28 | 1 | | 98 | 1 | | 6 |
| wk2 | 2 | | 17 | 0 | | 0 | 0 | | 0 |
| wk3 | 2 | | 30 | 0 | | 0 | 1 | | 10 |
| wk4 | 0 | | 0 | 0 | | 0 | 2 | | 42 |
| wk5 | 0 | | 0 | 0 | | 0 | 0 | | 0 |  | | | |
| total | 8 | | 75 | 1 | | 98 | 4 | | 58 |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GATE COUNT** | | |  |  | ADULT PROG |  | YA PROG |  | CHILD PROG |  | Circ count |
|  | | |  |  |  |  |  |  |  |  |  |
|  |  | **MAY 2016** |  |  |  |  |  |  |  |  |  |
|  |  |  | 2679 |  | 58 |  | 98 |  | 75 |  | 4598 |

Special Programs:

Free Comic Book Day

Room Reservations:

10

Bookmobile report is pending.