STATE LIBRARY BOARD
REGULAR MEETING
First Quarter 2020-2021
Nov. 13, 2020

AGENDA

10:00 a.m.

Call to Order: Donna McDonald, Chairperson

A. Approval of Minutes [August 14, 2020]

Unfinished Business

B. Administration Report/FY2021 Agency Funding

C. State Aid and Scholarships

D. Grants and Special Projects

Other Unfinished Business

New Business

E. State Aid FY2021/Scholarships

F. Reports/Travel and Correspondence

Other New Business

G. Board Information

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STATE LIBRARY BOARD
REGULAR MEETING
Fourth Quarter 2019-2020
August 14, 2020

The State Library Board convened on August 14, 2020, via Zoom due to the directives of the Governor in response to the COVID-19 health pandemic. Members present were Donna McDonald (Chair), JoAnn Campbell (Vice-Chair), JoAnn Cooper, Deborah Knox, Pam Meridith, Joan O'Neal and Donnette Smith. Staff members present were State Librarian Jennifer Chilcoat and Brooke Crawford. Taylor Dugan with the ADE Office of Legal Services also attended.

McDonald called the meeting to order at 10:04 a.m. She expressed thanks to the board members for attending, and to Ken Giesbrecht for setting up the videoconferencing technology.

The first item of business was the review of minutes from the Feb. 14, 2020, meeting. A motion was made by Knox, seconded by Campbell, to approve the minutes. Motion carried.

Chilcoat thanked everyone for attending and invited Crawford to cover the items in Tab B.

Crawford provided an update on the staff positions that have been filled and that are vacant. She notified the board that her position and that of Ken Giesbrecht, position numbers 22082106 and 22082084, respectively, have been moved to administrative services, effective July 1, 2020. For that reason, the Authorized Staff number has decreased from 52 to 50. The agency's Budgeted Staff number is 47, and we are required to pay the insurance match on that number, regardless of the number of current staff.

Crawford also reported that the Governor authorized an overall 2.2% pay increase to state employees, which was put into effect retroactive to July 1, 2020.

Crawford completed her report with a brief overview of the State General Revenue [B2] and the Federal LSTA Revenue [B3]. She stated all expenditures are within the normal range for both budgets. In response to inquiry from Meridith, Crawford said that the biggest administrative crunch has been difficulty in hiring positions. Since the Transformation and Efficiencies Act, ASL has come under the hiring cap for the ADE, as well as our own Authorized Staff number, and both ADE and OPM have to give permission for us to advertise a position.

Chilcoat reviewed Tab C, which contained the Standards for State Aid to Public Libraries [C1], the Rules Governing Distribution of Scholarship Assistance [C2], and the Scholarship Assistance Application [C3].

Chilcoat reported the contents of Tab D on behalf of Debbie Hall, Manager of Grants and Special Projects. CARES Act funds distributed through IMLS were used to add Learning Express Library to the Traveler databases, and to purchase READSquared for a virtual Summer Reading Program experience.

Chilcoat presented the items in Tab E, beginning with the list of public library systems qualifying for State Aid [E1]. Chilcoat announced that she has received a copy of an agreement between Allie Stephens and the Arkansas County Library for Stephens to serves as their MLS of record until they can bring one on staff or have a current staff member earn his/her MLS. Likewise, Donna McDonald will serve as ARVRLS' MLS of record while their newly appointed Director, Misty Hawkins, earns her MLS. O'Neal made a motion to approve the list, seconded by Meridith. Motion carried.

DRAFT

Chilcoat continued to the first quarter FY2021 State Aid distribution [E2]. State Aid in all distribution categories totaled $5,359,823. A motion was made by Knox, seconded by Campbell, to approve the first quarter payment as presented. Motion carried.

The FY 2021 State Aid spreadsheet was presented [E3]. A motion to approve the first quarter payment was made by Cooper, seconded by O'Neal. Motion carried.

Chilcoat presented five scholarship applications from Fayetteville Public Library on behalf of Kia Dodge, Emily Jones, Cassady Murray, Molly Quinn, and Kimberly Rolf, with a recommendation to approve [E4]. Cooper made a motion for approval, seconded by Smith. Motion carried.

A Recommendation for Scholarship Assistance [E5] was presented requesting reimbursement for eleven recipients' successfully completed coursework. A total of 72 hours were completed for a total cost of $32,400. Meridith made a motion for approval, seconded by Knox. Motion carried.

Chilcoat moved into the reports section of the packet [Tab F], beginning with her report [F1].

A retirement reception was held for Carolyn Ashcraft on Tuesday, June 23, at the Arkansas State Library. Presentations to Ashcraft that day included the Arkansas Diamond Award, the highest award one can receive from the Secretary of State's office. An additional reception was held via Zoom on Thursday, June 25, giving colleagues from around the state and nation a chance to wish Carolyn well in her retirement.

Chilcoat highlighted her activities, including ADE Legislative Session Prep Day, June 19; ADE's pandemic-related Point of Contact Training, July 28; and an upcoming Attorney General's State Agency Training, August 18.

Chilcoat gave the Deputy Director's report [F2] from the months of May and June, giving an update on Census activities and changes to the Public Library Survey that are expected in light of the pandemic.

Jennifer Wann, Manager of Library Development (LD) [F3], gave her report reflecting the continued prevalence of COVID-related consulting work the department did during the quarter. The COVID-19 Resources for Libraries webpage was regularly updated and expanded. Lora Sandoval joined the LD staff as an Administrative Specialist III on July 13. The LD Team has added a semi-regular Facebook Live broadcast titled *Library Development Live!*, a casual time to explore library-related topics. Wann also presented the reports of the other LD staff members for the Board.

Karen O'Connell's report on Center for the Book activities [F4] highlighted the If All Arkansas Read the Same Book events for *The Book Woman of Troublesome Creek* with Kim Michele Richardson. Virtual programs with the author took place on July 15 and July 16, 2020, via Zoom and YouTube. The events were viewed live by a total of 272 people, and the recordings were enjoyed by 373 additional viewers. Special thanks were given to staff member Katie Walton for coordinating efforts to provide unlimited one-month Simultaneous Use eBook copies of *The Book Woman of Troublesome Creek* for Arkansas residents.

Amber Gregory, Manager of E-Rate Services [F5] is coordinating a series of virtual technology training sessions to be led by library technology consultant Carson Block. The hands-on trainings will be scheduled for the mid to late fall. The goal of the training is to give librarians and those in charge of library technology the tools to understand the library network and take advantage of E-Rate Category 2 funding.

DRAFT

Ruth Hyatt, Coordinator of Youth Services, updated the Board [F6] on the use of CARES Act funds to provide READsquared to every public library in the state. The software enabled them to host virtual summer library programs, bridging the digital divide for patrons by supplementing virtual programming with paper logs and prize entries.

Chilcoat reported for Kristina Waltermire, Manager of Arkansas Library for the Blind [F7]. ASL was a test library for the Duplication on Demand service, so we had one of the first "Gutenberg" machines made for that service. Because of its age and use, it was beginning to fail daily. Thanks to help from NLS, we were able to replace that machine this quarter and operations are back to normal. In the Federal fiscal year from October 1, 2019 through June 30, 2020, the Arkansas State Library's Library for the Blind program circulated a total of 154,896 books.

Michael Strickland, Manager of Information Services, reported [F8] that he is in the process of working with Human Resources to advertise the department's vacant Senior Librarian position. This will help ease the difficulties of keeping the IS service desk staffed while some staff are working from home due to medical waivers.

Chilcoat reported on behalf of managers in the Collection Management Department, reading from their submitted reports. Chilcoat thanked Sarah Lipsey, Division Manager of Collection Management, [F9] for her work in the redesign of the ASL website, which went live on June 1 and has received much positive feedback. With the website launch, she and her staff are trying to increase awareness and use of BrowseAloud, a software that reads web pages out loud and offers translation of English text into any of 99 different languages. Our contract for the software allows libraries around the state to offer it in conjunction with their own websites.

Lipsey also reported that the Governor's Mansion Library materials donated to ASL by First Lady Susan Hutchinson are currently being processed. The generous donation will then be publicized online with a persistent link to a bibliography of the materials.

Collection Management staff members Danielle Butler, Jennifer Razer, Wendy Briley, and Katie Walton all gave presentations at the ADE Summit June 16-18.

Danielle Butler, Digital Services Manager, reported [F10] that her staff continue to work at locating state government documents created in response to COVID-19. Senior Librarian Jennifer Razer is working to update liaison trainings, and is creating a guide for state documents that would be relevant to Arkansas educators for addition to the new website. We are also pleased to announce that Razer recently received her MLS degree from Texas Woman's University.

Katie Walton, Acquisitions Manager, [F11] has been drafting the Request for Proposals (RFP) for the FY2021 Traveler Databases. The RFP will go out to potential vendors in early fall of 2020, and proposals will be due December 1, 2020. The Traveler Advisory Committee will discuss the bids in January 2021, and their recommendations will be brought before the Board during the February 2021 meeting. The new databases will go live August 1, 2021.

Garland County Library joined ADLC on July 3. There are currently 77,960 titles in the shared collection--62,483 eBooks, 14,908 audiobooks, and 569 magazine issues. As of July 28, there have been 237,475 checkouts during the last quarter by 18,913 users. ADLC member libraries have also discussed a new app called Sora, which has been made available by Overdrive. Sora is aimed at the K-12 audience and allows public and school libraries to partner in meeting the educational needs of students. The group decided that participation in Sora would be decided on the library level and not as a consortium.

DRAFT

Chilcoat moved the board into the correspondence and information section [F12], which included a letter from Eva White announcing her retirement from the Crawford County Library System, effective December 31, 2020. An email sent by J.P. Myrick, Director of the East Central Arkansas Regional Library System (ECARLS), notified us that the City of Augusta, on behalf of the Augusta/Woodruff County Library, received a Rural Block Development Grant from the White River Planning and Development District in the amount of $200,000. Those funds will be used to build a children's wing onto the library in Augusta. ECARLS also received over $5,500 in federal funds to improve telecommunications at the McCrory Branch Library. A letter from the member librarians of LDD III to Chilcoat outlined their desire for ASL to expand consortial offerings and resource sharing.

Chilcoat briefly reviewed the list of Public Libraries of Arkansas by Library Development Districts [F14] and the map of Arkansas Public Library Systems [F15].

In Tab G, Chilcoat reviewed the contact information for the Board [G1] and the other contacts in ADE, the Governor's office, and the Attorney General's office [G2]. She also noted that Taylor Dugan has been appointed to be ASL's liaison with the ADE Office of Legal Services.

The Board by-laws [G3] and committee assignments [G4] were provided, as well as a map of the representation of the board across the State Congressional Districts [G5]. The section was completed with the staff directory [G6] and the calendar of meetings for 2020 [G7].

There being no further business to discuss, McDonald adjourned the meeting at 11:10 a.m.

DRAFT

_____ _____

Approval Date Jennifer Chilcoat, Director

## Administrative Services Manager – Brooke Crawford

Human Resources:
Authorized staff: 50
Budgeted staff: 47
Current staff @ 10/31/20: 34 Full-Time, 1 Extra Help, 16 Vacant Positions (2 Shared Services positions)

3 Hirings (not incl in #s above): Jessica Kirk, Sr. Librarian – Reference started 11/2/20. April Murphy, Administrative Specialist III – Administration will start on 11/16/20. Kristen Cooke, Deputy Director will start 12/14/20.

Budget:
8/25/20: It was released that we could ask for restoration of "D" funding in the Biennial Budget FY22-23. Requests were $180,840 in General Revenue – State Operations and $282,096 in Public School Fund – State Aid. The Biennial Budgets will be reviewed in the upcoming hearings and then be presented during the next regular Legislative Session.

Budget hearing scheduled for November 12. Legislative Session begins at noon on January, 11. Session will last 60 days unless there is a vote to extend it.

IT:
Migration is still set for January 2021. This will move our servers to the DIS West site. If there are any server issues, Ken will have to travel to the DIS West site, be escorted by DIS personnel the entire time, fix the issue and return to the agency.

Most of the staff have now received updated desktop computers. These computers were scheduled to be replaced last fiscal year and this fiscal year to maintain warranty and software requirements. The old computers will be wiped clean and placed into an equipment sale to be offered up to staff at a price set by M&R. Any unsold computers will go to M&R.

Training:
8/18/20 – (Brooke) AG Training, online
10/23/20 – (Brooke & Trish) ARCareers walkthrough training, online

9/1 – 9/3 – (Trish) New onboarding website training – arstatejobs.com (2 hour sessions each day)
Multiple dates in Oct - Nov – (Trish) New ARBuys Procurement website training

10/21 – 23 – (Denise) Red Cross Training, Certified Trainer, 2 year. This will allow several staff to be trained in CPR/First Aid.

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STATE GENERAL REVENUE
EPA0100 BUDGET DISTRIBUTION FY2021
BY COMMITMENT ITEM
OCTOBER 31, 2020

| COMMITMENT ITEM | DESCRIPTION | TOTAL APPRO. | TOTAL BUDGETED | % OF TOTAL BUDGET | TOTAL EXPENDED | BALANCE | % REMAINING |
|---|---|---|---|---|---|---|---|
| 501:00:00 | Reg. Salaries | $1,775,424 | $1,520,959 | 45.5% | $442,927 | $1,078,032 | 71% |
| 501:00:01 | Extra Help | $5,000 | $5,000 | 0.1% | $1,840 | $3,160 | 63% |
| 501:00:03 | Pers. Svcs. Matching | $600,987 | $520,836 | 15.6% | $156,173 | $364,663 | 70% |
| | Total Salaries & Matching | $2,381,411 | $2,046,795 | 61.2% | $600,940 | $1,445,855 | 71% |
| 502:00:02 | Operating Expenses | $1,128,409 | $1,091,322 | 32.6% | $371,707 | $719,615 | 66% |
| 505:00:09 | Conf. & Travel | $7,760 | $7,428 | 0.2% | $60 | $7,368 | 99% |
| 506:00:10 | Prof. Fees & Services | $0 | $0 | 0.0% | $0 | $0 | 0% |
| 512:00:11 | Capital Outlay | $0 | $0 | 0.0% | $0 | $0 | 0% |
| | Total M & O | $1,136,169 | $1,098,750 | 32.8% | $371,767 | $726,983 | 66% |
| 509:00:46 | Books/Subscriptions | $220,243 | $200,000 | 6.0% | $73,654 | $126,346 | 63% |
| | TOTALS | $3,737,823 | $3,345,545 | 100.0% | $1,046,361 | $2,299,184 | 69% |
| | M&R paid to ASL account | $0 | $256 | | $0 | $256 | 100% |

FEDERAL LSTA REVENUE
FEL0100 FEL0200 BUDGET DISTRIBUTION FY2021
BY COMMITMENT ITEM
OCTOBER 31, 2020

| COMMITMENT ITEM | DESCRIPTION | TOTAL APPRO. | TOTAL BUDGETED | % OF TOTAL BUDGET | TOTAL EXPENDED | BALANCE | % REMAINING |
|---|---|---|---|---|---|---|---|
| 501:00:00 | Reg. Salaries | $451,571 | $450,660 | 14.1% | $104,916 | $345,744 | 77% |
| 501:00:01 | Extra Help | $14,625 | $14,625 | 0.5% | $4,634 | $9,991 | 68% |
| 501:00:03 | Pers. Svcs. Matching | $175,820 | $175,820 | 5.5% | $48,963 | $126,857 | 72% |
| | Total Salaries & Matching | $642,016 | $641,105 | 20.1% | $158,513 | $482,592 | 75% |
| 502:00:02 | Operating Expenses | $2,453,239 | $2,453,239 | 77.0% | $1,175,035 | $1,278,204 | 52% |
| 505:00:09 | Conf. & Travel | $42,161 | $42,161 | 1.3% | $640 | $41,521 | 98% |
| 506:00:10 | Prof. Fees & Services | $10,000 | $10,000 | 0.3% | $0 | $10,000 | 100% |
| 512:00:11 | Capital Outlay | $40,000 | $40,000 | 1.3% | $0 | $40,000 | 100% |
| | Total M & O | $2,545,400 | $2,545,400 | 79.9% | $1,175,675 | $1,369,725 | 54% |
| | TOTALS | $3,187,416 | $3,186,505 | 100.0% | $1,334,188 | $1,852,317 | 58% |

**ARKANSAS STATE LIBRARY**
**900 WEST CAPITOL, STE 100**
**LITTLE ROCK, ARKANSAS 72201-3108**

# STANDARDS FOR STATE AID TO PUBLIC LIBRARIES

**Authorized by Act 489, Acts of Arkansas, 1979**

## 1.0 ORGANIZATION

**1.1 All county libraries, including those in county or regional systems, shall be organized in accordance with Act 244 of 1927. All city libraries, including those in county or regional systems, shall be organized in accordance with Act 177 of 1931.**

**1.2 County and city libraries shall provide evidence to the State Library Board of organization and operation as a department of county or municipal government.**

**1.3 Public library systems composed of county and/or city libraries shall provide evidence to the State Library Board of organization and operation under the provisions of a formal interlocal agreement, as provided in Section 90, Act 742 of 1977.**

## 2.0 GOVERNANCE

**2.1 Policies for city, county, and regional library systems shall be established by legally constituted administrative boards, comprised of trustees serving designated terms, conducting regularly scheduled meetings, preferably not less than quarterly, and functioning with recorded bylaws and policies which are on file with the State Library.**

**2.2 The library shall comply with the Civil Rights Act of 1964 and shall provide library service for all residents.**

**2.3 The library director shall submit quarterly, annual, and special reports as required to the State Library and to local boards.**

**2.4 City, county, and regional library systems shall provide the State Library with a copy of a current long range plan developed for the purpose of guiding the public library administration in the attainment of goals and future planning.**

## 3.0 FINANCE

**3.1 The State Library Board supports the concept that libraries or library systems serving populations greater than 50,000, with budgets in excess of $250,000, can render more efficient, effective library service, and preference of support shall be given to the development of such systems.**

**3.2 All libraries shall maintain the one mill county or city library tax on real and personal property as authorized in Amendments 30 and 38 of the Arkansas Constitution.**

**3.3 All cities and counties should restore the library tax to the maximum permitted by law by not later than July 1, 1991.**

**3.4 Libraries should receive additional local support.**

**3.5 The annual budget for city, county, and regional libraries shall be filed with the State Library. The budget should reflect an amount equal to the previous annual budget, plus growth, with the allocation for materials reflecting comparable growth.**

## 4.0 PERSONNEL

**4.1 City, county, and regional library systems participating in the State Aid to Public Libraries program shall be administered by a qualified librarian. A Master's degree in Library Science awarded through a program accredited by the American Library Association is recognized as the minimum qualifying degree.**

**4.2 Systems employing a new head librarian or director after September 1, 1988, must provide the State Library Board with evidence of a qualifying library degree in order to continue participation in the State Aid to Public Libraries program.**

**4.3 Public library staff members should be well trained and qualified for their position. They should be encouraged to participate in continuing education and training programs to improve library skills.**

**4.4 All libraries should have adequate support staff, with no employee receiving less than the current minimum wage.**

## 5.0 FACILITIES

**5.1 The county or city government shall provide a suitable building for headquarters operation and adequate quarters for necessary branches.**

## 6.0 RESOURCES AND RESOURCE SHARING

**6.1 The library shall maintain a current collection of materials to serve all citizens.**

**6.2 The library shall agree to provide interlibrary loan service to other libraries in Arkansas.**

**6.3 The library shall coordinate services for the blind and physically handicapped with the sections of the Arkansas State Library which administer these services.**

## 7.0 NOTIFICATION

**7.1 If the State Library Board determines that a city, county, or regional library or system fails to qualify for participation in the State Aid to Public Libraries program, the State Librarian shall notify the board chairman and the library director via certified mail not later than fifteen working days following that determination.**

## 8.0 RIGHT OF APPEAL

**8.1 Upon determination by the State Library Board that a city, county, or regional library or system fails to qualify for participation in the State Aid to Public Libraries program, the library or system shall have the right to appeal that decision at the next scheduled meeting of the State Library Board. Intent to appeal must be filed in writing with the State Librarian not more than thirty days following receipt of a notice of failure to meet the standards.**

**8.2 All appeals shall be presented to the State Library Board in an open hearing, with the final determination to be made by the State Library Board.**

**8.3 The State Library Board may provisionally approve a city, county, or regional library or system for a period of time they deem sufficient to rectify deficiencies. The Board may grant additional waivers upon acceptance of satisfactory evidence of progress.**

# ARKANSAS STATE LIBRARY
# RULES GOVERNING DISTRIBUTION OF
# SCHOLARSHIP ASSISTANCE

## 1.00 REGULATORY AUTHORITY

1.01 These rules shall be known as Arkansas State Library Rules Governing the Distribution of Scholarship Assistance.

1.02 These rules are enacted pursuant to the Arkansas State Library's authority under Act 489, Acts of Arkansas 1979, Arkansas Code Anno. 13-2-201 et seq.

## 2.0 PURPOSE

2.01 It is the purpose of these rules to formalize a process already in existence and set reasonable guidelines to make scholarship assistance available to every public library in the state of Arkansas to address the education needs of public library staff working toward the ultimate goal of obtaining a master's degree in library and information science as defined in 3.04. These rules are specifically for the purpose of establishing standards for distributing funds available through the state aid to public library fund administered by the Arkansas State Library.

## 3.00 DEFINITIONS

3.01 For the purpose of these rules and regulations the applying institution must be a "public library" located in Arkansas which is duly established and recognized pursuant to Arkansas Code 13-2-401, 13-2-501, 13-2-901 and those libraries which have been determined by the Arkansas State Library to be functioning as a "public library."

3.02 ASL refers to the Arkansas State Library.

3.03 ALA refers to the American Library Association.

3.04 A master's degree refers to the educational award given by a library school whose program is accredited by the ALA.

3.05 State Aid refers to State Aid to Public Libraries

## 4.0 FOCUS AREA

4.01 To aid Arkansas public libraries in employing master's degree librarians by providing educational opportunities for public library staff members through traditional, on-campus or distance learning.

## 5.0 ELIGIBILITY STANDARDS

5.01 Scholarship funds will be distributed to a public library that submits scholarship application to the ASL Board. Priority will be given as follows:

1. Public libraries eligible for State Aid whose personnel are employed as library directors.
2. Public libraries eligible for State Aid whose personnel are employed positions other than library director.
3. Public libraries not eligible for State Aid but recognized by the ASL as public libraries.

5.02 The applying institution (or its governing body) must be able to accept and administer the scholarship on behalf of the employee.

5.03 Individuals upon whose behalf the library is applying must meet the following standards:

1. Show evidence of completion of 12 semester hours toward the master's degree.
2. Provide a copy of the agreement with the public library concerning employment in a public library for at least one year after completion of the master's degree.
3. Furnish official transcript which shows the individual received a minimum course grade (based upon an "A-F" grading scale), of "B", or if applicable, a "Credit" for a credit/no credit course. "Incompletes" do not qualify for reimbursement.
4. Agree to remain employed by a public library in the state of Arkansas for a duration of one year upon completion of degree.

## 6.0 ADMINISTRATION

6.01 The scholarship will be administered by the ASL Board.

## 7.0 SCHOLARSHIP PROPOSALS

7.01 The proposals shall include an application from the applicant library. The ASL Board shall review the proposals for approval. Proposals shall be consistent with Arkansas Code and existing ASL rules regarding an ALA accredited library program.

7.02 Funding may include but is not limited to tuition, materials, travel, lodging, and other items associated with educational costs.

## 8.0 DISTRIBUTION OF FUNDS

8.01 The ASL Board will budget and distribute funds appropriated for each biennium from the Arkansas State Legislature according to the following:

1. The total amount of funds to be distributed will be determined by the ASL Board each year at a minimum of 1% of the appropriated State Aid to Public Libraries.
2. Funds may provide as many scholarships as are requested each year. All monies not disbursed shall be returned to the State Aid fund for distribution.
3. Funds may be disbursed to the applicant library at the completion of each semester.
4. Funds will be distributed via scholarship for each individual as identified by the ASL Board in accordance with eligibility. Each scholarship will include a set of assurances and provisions required in the eligibility standards.

8.02 The ASL Board reserves the right to approve and/or deny any scholarship applications.

-- Approved by the State Library Board, August 12, 2005

# 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.

## 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.

Applicant Library Name

Mailing Address

City/State/Zip Code + 4 digit extension

Phone Number Fax Number

Name of Library Board Chair (PLEASE PRINT)

Signature of Library Board Chair or Official Designee Date

## 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.

Participant Name (PLEASE PRINT)

Participant's Signature Date

## 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

## 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

## Manager of Grants & Special Projects – Debbie Hall

**Federal Grants to States Program (LSTA)**

**FY19 State Program Report**

The FY19 State Program Report (SPR) is due to IMLS at the end of December. This report covers October 1, 2019 – September 30, 2020. Project Directors are inputting project data, and their reports are due to me December 4.

- LSTA Projects and Project Directors
    - Arkansas Center for the Book – Karen O'Connell
    - Arkansas Digital Library Consortium (ADLC) – Katie Walton
    - Collection Management – Sarah Lipsey
    - Continuing Education – Jennifer Wann
    - Digital Services – Danielle Butler
    - Information Services – Michael Strickland
    - IT Support and Management – Ken Giesbrecht
    - Library Consulting – Jennifer Wann
    - Library for the Blind – Kristina Waltermire
    - Summer Reading Program – Ruth Hyatt
    - Tech & E-Rate Support – Amber Gregory
    - Traveler – Katie Walton
    - Youth Services – Ruth Hyatt

**Acronyms**

LSTA – Library Services and Technology Act
IMLS – Institute of Museum and Library Services
SPR – State Program Report (annual LSTA G2S report to IMLS)
G2S – Grants to States

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| ADMINISTRATIVE UNIT, DIRECTOR, AND AREA SERVICED: | 2016 Population Served | LIB. TAX UNITS * | QTRLY MLS AWARD |
|---|---|---|---|
| LIBRARY SYSTEMS WITH TAX, SERVING 150,001 OR MORE : | | | |
| Central Arkansas Library System<br>Nate Coulter, MLS - U of Wisconsin-Madison<br>(Perry and Pulaski Counties, excluding North Little Rock) | 337,104 | 3 | YES |
| SUBTOTAL SERVED | 337,104 | | |
| LIBRARY SYSTEMS WITH TAX, SERVING 75,001 TO 150,000: | | | |
| Mid-Arkansas Regional Library<br>Clare Graham, MLS - UNT<br>(Saline, Hot Spring, Grant, Dallas, and Cleveland Counties) | 185,869 | 5 | YES |
| Washington County Library System<br>Glenda B. Audrain, MLS - U of AL<br>(Washington County) | 144,223 | 1 | YES |
| Faulkner-Van Buren Regional Library<br>John McGraw, MLIS - U of AL<br>(Faulkner and Van Buren Counties) | 138,855 | 2 | YES |
| Crowley Ridge Regional Library<br>David Eckert, MLS - Kent State U<br>(Craighead and Poinsett Counties) | 129,858 | 4 | YES |
| Garland County Library<br>Adam Webb, MLS - UNT<br>(Garland County) | 97,477 | 1 | YES |
| Fort Smith Public Library<br>Jennifer Goodson, MLIS-U of OK<br>(Fort Smith District of Sebastian County) | 88,133 | 1 | YES |
| Arkansas River Valley Regional Library<br>Donna McDonald, MLIS - U of OK<br>(Franklin, Johnson, Logan, and Yell Counties) | 87,146 | 4 | YES |
| Fayetteville Public Library<br>David Johnson, MLS - U of TN - Knoxville<br>(Fayetteville) | 83,826 | 1 | YES |
| White River Regional Library<br>Debra Sutterfield, MLS - U. of AL<br>(Cleburne, Fulton, Izard, Sharp, and Stone Counties) | 80,516 | 5 | YES |
| White County Library<br>Darla Ino, MLS - U ofTN - Knoxville<br>(White County) | 79,263 | 1 | YES |
| Northeast Arkansas Regional Library<br>Mike Rogers, MLS - UNT<br>(Clay, Greene, and Randolph Counties) | 76,966 | 3 | YES |
| SUBTOTAL SERVED | 1,192,132 | | |
| LIBRARY SYSTEMS WITH TAX, SERVING 50,001 TO 75,000: | | | |
| Lonoke County Library<br>Deborah Moore, MLS - LSU<br>(Lonoke County) | 72,228 | 1 | YES |
| Pine Bluff and Jefferson County Library<br>Bobbie Morgan, MLS - University of Washington<br>(Jefferson County) | 70,016 | 2 | YES |
| Union County Library<br>Michael O'Connell, MLIS - Catholic Univ of America<br>(Union County and contracted with Ouachita County and Calhoun County) | 69,129 | 5 | YES |
| Texarkana Public Library (Total Population 67,962)<br>Jennifer Strayhorn, MSLS - UNT (Arkansas only 30,283)<br>(Texarkana, AR and TX) | 30,283 | 1 | YES |
| Mississippi-Crittenden Co. Regional Library<br>Lowell Walters, MSLS - Clarion<br>(Mississippi and Crittenden Counties) | 66,786 | 3 | YES |
| North Little Rock Public Library<br>Crystal Gates, MLIS - LSU<br>(North Little Rock) | 66,278 | 1 | YES |
| Southeast Arkansas Regional Library<br>Judy Calhoun, MLS - Florida State U<br>(Bradley, Chicot, Desha, Drew and Lincoln Counties) | 66,173 | 5 | YES |
| Rogers Public Library<br>Judy Casey, MLS - U of AL<br>(Rogers) | 65,021 | 1 | YES |
| Pope County Library<br>Judy Mays, MLS - UNC/Chapel Hill<br>(Pope County) | 63,779 | 1 | YES |
| Crawford County Library System<br>Eva White, MLS - TWU<br>(Crawford County) | 62,267 | 1 | YES |
| SUBTOTAL SERVED | 631,960 | | |

November 1, 2020

| | | | |
|---|---|---|---|
| LIBRARY SYSTEMS WITH TAX, SERVING 25,001 to 50,000: | | | |
| Scott-Sebastian Regional Library<br>Rene Myers, MLIS - U of WI/Milwaukee<br>(Scott County and Sebastian County, South District) | 49,937 | 2 | YES |
| Carroll and Madison Library System<br>Johnice Glisson, MLIS - LSU<br>(Carroll and Madison Counties) | 43,718 | 2 | YES |
| Tri-County Library System<br>Marilyn Archer, MLS - Emporia State U.<br>(Howard, Little River and Sevier Counties) | 42,738 | 3 | YES |
| Baxter County Library<br>Kim Crow-Sheaner, MLS - UNT<br>(Baxter County) | 41,062 | 1 | YES |
| Boone County Library<br>Ginger Schoenenberger - MLS - Clarion Univ<br>(Boone County) | 37,304 | 1 | YES |
| Independence County Library<br>Vanessa Adams, MLS - U of Missouri<br>(Independence County) | 37,168 | 1 | YES |
| Phillips-Lee-Monroe Regional Library<br>VACANT 6/2002<br>(Phillips, Lee, and Monroe Counties) | 35,454 | 3 | *NO* |
| Columbia County Library<br>Rhonda Rolen, MLIS - LSU<br>(Columbia County and contract with Lafayette County) | 30,748 | 2 | YES |
| Ouachita Mountains Regional Library<br>Brenda Miner (MLS - U of OK)<br>(Montgomery and Polk Counties) | 29,052 | 2 | YES |
| West Memphis Public Library<br>Rebecca Bledsoe<br>(West Memphis) | 25,284 | 1 | *NO* |
| SUBTOTAL SERVED | 372,465 | | |
| LIBRARY SYSTEMS WITH TAX SERVING LESS THAN 25,000: | | | |
| East Central Arkansas Regional Library<br>John Paul Myrick, MLS - U of Alabama<br>(Cross and Woodruff Counties) | 23,678 | 2 | YES |
| Clark County Library<br>Betsy Fisher, MLIS - Wayne State Univeristy<br>(Clark County) | 22,657 | 1 | YES |
| Hempstead County Library<br>Courtney McNiel, MLS - Florida State U.<br>(Hempstead County) | 21,974 | 1 | YES |
| Ashley County Library<br>David Anderson, MLS - TWU<br>(Ashley County) | 20,492 | 2 | YES |
| Conway County Library<br>Jay Carter, MLIS - USF<br>(Conway County) | 20,937 | 1 | YES |
| Southwest Arkansas Regional Library<br>Courtney McNiel, MLS - Florida State U.<br>(Nevada and Pike Counties) | 19,230 | 2 | YES |
| Arkansas County Library<br>Allie Stevens, MLIS - LSU (Interim)<br>(Arkansas County) | 18,214 | 2 | YES |
| Jackson County Library<br>Jennifer Ballard, MLIS - U of AL<br>(Jackson County) | 17,221 | 1 | YES |
| Lawrence County Library<br>Ashley Burris, MLIS - U of AL<br>(Lawrence County) | 16,735 | 1 | YES |
| Marion County Library<br>Dana Scott, MLS - TWU<br>(Marion County) | 16,325 | 1 | YES |
| Forrest City Public Library<br>Arlisa Price, MSLS - UNT<br>(Forrest City) | 14,480 | 1 | YES |
| Newton County Library<br>Kenya Windel, MLS - UNT<br>(Newton County) | 7,936 | 1 | YES |
| SUBTOTAL SERVED | 219,879 | | |
| TOTAL POPULATION SERVED | 2,753,540 | | |
| Total Arkansas Population | 2,988,248 | | |

November 1, 2020

# CONSULTING AGREEMENT

**THIS CONSULTING AGREEMENT is dated this** 27th **day of** Feb, 2020.

| **CLIENT** | **CONSULTANT** |
|---|---|
| Arkansas River Valley Regional Library System 501 | Donna McDonald |
| N Front, Dardanelle, AR 72834 | 10020 HWY 217 Charleston, AR 72933 |
| (the "Client) | (the "Consultant") |

**BACKGROUND**

A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client. Consultant's Master of Library Science was awarded from the University of Oklahoma in 1999, McDonald previously served as Director of the Arkansas River Valley Regional Library System from 1999-2020

B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

**SERVICES PROVIDED**

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):

Serve as the Arkansas River Valley Regional Library System's MLS of Record and mentor to Interim Director Misty Hawkins until such time as Hawkins completes a Master of Library Science (MLS/ MLIS/ MSLIS).

2. The Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

**TERM OF AGREEMENT**

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.

**PERFORMANCE**

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

**CURRENCY**

5. All monetary amounts referred to in this Agreement are in USD (US Dollars).

**COMPENSATION**

6. The Consultant will charge the Client for the Services at the rate of $30.00 per hour (the "Compensation").

7. The Consultant will charge the Client for travel expenses at the standard government rate.

8. Invoices submitted by the Consultant to the Client are due upon receipt.

**REIMBURSEMENT OF EXPENSES**

9. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services.

10. All expenses must be pre-approved by the Client.

**CONFIDENTIALITY**

11. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

12. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

13. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

**OWNERSHIP OF INTELLECTUAL PROPERTY**

14. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.

15. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Consulting Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

**RETURN OF PROPERTY**

16. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

**CAPACITY/ INDEPENDENT CONTRACTOR**

17. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

**AUTONOMY**

18. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

**NO EXCLUSIVITY**

19. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

**NOTICE**

20. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

a. Arkansas River Valley Regional Library System, 501 N Front; Dardanelle, AR 72834
b. Donna McDonald, 10020 HWY 217, Charleston, AR 72933

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

**INDEMNIFICATION**

21. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

**MODIFICATION OF AGREEMENT**

22. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

X Brad Ayers 2-27-20

Arkansas River Valley Regional Library System, Board Chair — Date

Donna L McDonald 2.27.2020

Donna McDonald, Consultant — Date

FY2021 State Aid

| Headquarters Lib. | Tax Unit | 2016 Population | Per Capita @ 1.41266261 | $12,000/co. in multi-co. region | MLS | Total FY2020 | First Qtr. Payment | Second Qtr. Payment | Third Qtr. Payment | Fourth Qtr. Payment |
|---|---|---|---|---|---|---|---|---|---|---|
| Arkansas Co. Lib. | Arkansas Co. | 18,214 | 25,730 | | 18,000 | 43,730 | 10,933 | 10,933 | 10,933 | 10,931 |
| Ashley Co. Lib. | Ashley Co. less Crossett | 15,364 | 21,704 | | | | | | | |
| Ashley Co. Lib. | Crossett (city) (Ashley Co.) | 5,128 | 7,244 | | | | | | | |
| **Ashley Co. Lib. Total** | | **20,492** | **28,948** | | **18,000** | **46,948** | **11,737** | **11,737** | **11,737** | **11,737** |
| Baxter Co. Lib. | Baxter Co. | 41,062 | 58,007 | | 18,000 | 76,007 | 19,002 | 19,002 | 19,002 | 19,001 |
| Boone Co. Lib. | Boone Co. | 37,304 | 52,698 | | 18,000 | 70,698 | 17,674 | 17,674 | 17,674 | 17,676 |
| Clark Co. Lib. | Clark Co. | 22,657 | 32,007 | | 18,000 | 50,007 | 12,502 | 12,502 | 12,502 | 12,501 |
| Columbia Co. Lib. | Columbia Co. | 23,901 | 33,764 | | | | | | | |
| Columbia Co. Lib. | Lafayette Co. (contract) | 6,847 | 9,673 | | | | | | | |
| **Columbia Co. Lib. Total** | | **30,748** | **43,437** | | **18,000** | **61,437** | **15,359** | **15,359** | **15,359** | **15,360** |
| Conway Co. Lib. | Conway Co. | 20,937 | 29,577 | | 18,000 | 47,577 | 11,894 | 11,894 | 11,894 | 11,895 |
| Crawford Co. Lib. System | Crawford Co. | 62,267 | 87,962 | | 18,000 | 105,962 | 26,491 | 26,491 | 26,491 | 26,489 |
| Garland Co. Lib. | Garland Co. | 97,477 | 137,702 | | 18,000 | 155,702 | 38,926 | 38,926 | 38,926 | 38,924 |
| Hempstead Co. Lib. | Hempstead Co. | 21,974 | 31,042 | | 18,000 | 49,042 | 12,260 | 12,260 | 12,260 | 12,262 |
| Independence Co. Lib | Independence Co. | 37,168 | 52,506 | | 18,000 | 70,506 | 17,626 | 17,626 | 17,626 | 17,628 |
| Jackson Co. Lib. | Jackson Co. | 17,221 | 24,327 | | 18,000 | 42,327 | 10,582 | 10,582 | 10,582 | 10,581 |
| Jefferson Co. Lib. | Jefferson Co. Total less Pine Bluff | 26,175 | 36,976 | | | | | | | |
| Jefferson Co. Lib. | Pine Bluff (city) (Jefferson Co.) | 43,841 | 61,933 | | | | | | | |
| **Jefferson Co. Lib. Total** | | **70,016** | **98,909** | | **18,000** | **116,909** | **29,227** | **29,227** | **29,227** | **29,228** |
| Lawrence Co. Lib. | Lawrence Co. | 16,735 | 23,641 | | 18,000 | 41,641 | 10,410 | 10,410 | 10,410 | 10,411 |
| Lonoke Co. Lib. | Lonoke Co. | 72,228 | 102,034 | | 18,000 | 120,034 | 30,008 | 30,008 | 30,008 | 30,010 |
| Marion Co. Lib. | Marion Co. | 16,325 | 23,062 | | 18,000 | 41,062 | 10,265 | 10,265 | 10,265 | 10,267 |
| Newton Co. Lib. | Newton Co. | 7,936 | 11,211 | | 18,000 | 29,211 | 7,303 | 7,303 | 7,303 | 7,302 |
| Pope Co. Lib. | Pope Co. | 63,779 | 90,098 | | 18,000 | 108,098 | 27,025 | 27,025 | 27,025 | 27,023 |
| Union Co. Lib. | El Dorado (city) | 18,339 | 25,907 | | | | | | | |
| Union Co. Lib. | Union Co. Total less El Dorado | 21,548 | 30,440 | | | | | | | |
| Union Co. Lib. | Calhoun County (contract) | 5,144 | 7,267 | | | | | | | |
| Union Co. Lib. | Camden (city) (Ouachita Co.) | 11,219 | 15,849 | | | | | | | |
| Union Co. Lib. | Ouachita Co. Total less Camden (contract) | 12,879 | 18,194 | | | | | | | |
| **Union Co. Lib. Total** | | **69,129** | **97,656** | | **18,000** | **115,656** | **28,914** | **28,914** | **28,914** | **28,914** |
| Washington Co. Lib. | Washington Co. (less Fayetteville) | 144,223 | 203,738 | | 18,000 | 221,738 | 55,435 | 55,435 | 55,435 | 55,433 |
| White Co. Reg. Lib. System | White Co. | 79,263 | 111,972 | | 18,000 | 129,972 | 32,493 | 32,493 | 32,493 | 32,493 |
| **Total Single County Libraries** | | **967,155** | **1,366,264** | **-** | **378,000** | **1,744,264** | **436,066** | **436,066** | **436,066** | **436,066** |
| Arkansas River Valley Reg. Lib. | Franklin Co. | 17,626 | 24,900 | 12,000 | | | | | | |
| Arkansas River Valley Reg. Lib. | Johnson Co. | 26,176 | 36,978 | 12,000 | | | | | | |
| Arkansas River Valley Reg. Lib. | Logan Co. | 21,792 | 30,785 | 12,000 | | | | | | |
| Arkansas River Valley Reg. Lib. | Yell Co. | 21,552 | 30,446 | 12,000 | | | | | | |
| **Arkansas River Valley Reg. Lib. Total** | | **87,146** | **123,108** | **48,000** | **18,000** | **189,108** | **47,277** | **47,277** | **47,277** | **47,277** |
| Carroll & Madison Co. Lib. System | Carroll Co. | 27,646 | 39,054 | 12,000 | | | | | | |
| Carroll & Madison Co. Lib. System | Madison Co. | 16,072 | 22,704 | 12,000 | | | | | | |
| **Carroll & Madison Co. Lib. System Total** | | **43,718** | **61,759** | **24,000** | **18,000** | **103,759** | **25,940** | **25,940** | **25,940** | **25,939** |
| Central Arkansas Lib. System | Little Rock (city) (Pulaski Co.) | 198,541 | 280,471 | | | | | | | |
| Central Arkansas Lib. System | Perry Co. | 10,132 | 14,313 | 12,000 | | | | | | |
| Central Arkansas Lib. System | Pulaski Co. Total less LR & NLR | 128,431 | 181,430 | 12,000 | | | | | | |
| **Central Arkansas Lib. System Total** | | **337,104** | **476,214** | **24,000** | **18,000** | **518,214** | **129,554** | **129,554** | **129,554** | **129,552** |

| Headquarters Lib. | Tax Unit | 2016 Population | Per Capita @ 1.41266261 | $12,000/co. in multi-co. region | MLS | Total FY2020 | First Qtr. Payment | Second Qtr. Payment | Third Qtr. Payment | Fourth Qtr. Payment |
|---|---|---|---|---|---|---|---|---|---|---|
| Crowley Ridge Reg. Lib. | Craighead Co. Total less Jonesboro | 30,946 | 43,716 | 12,000 | | | | | | |
| Crowley Ridge Reg. Lib. | Jonesboro (city) (Craighead Co.) | 74,889 | 105,793 | | | | | | | |
| Crowley Ridge Reg. Lib. | Poinsett Co. Total less Trumann | 16,894 | 23,866 | 12,000 | | | | | | |
| Crowley Ridge Reg. Lib. | Trumann (city) (Poinsett Co.) | 7,129 | 10,071 | | | | | | | |
| **Crowley Ridge Reg. Lib. Total** | | **129,858** | **183,446** | **24,000** | **18,000** | **225,446** | **56,361** | **56,361** | **56,361** | **56,363** |
| East Central Arkansas Reg. Lib. | Cross Co. | 17,037 | 24,068 | 12,000 | | | | | | |
| East Central Arkansas Reg. Lib. | Woodruff Co. | 6,641 | 9,381 | 12,000 | | | | | | |
| **East Central Arkansas Reg. Lib. Total** | | **23,678** | **33,449** | **24,000** | **18,000** | **75,449** | **18,862** | **18,862** | **18,862** | **18,863** |
| Faulkner-Van Buren Reg. Lib. | Faulkner Co. | 122,227 | 172,666 | 12,000 | | | | | | |
| Faulkner-Van Buren Reg. Lib. | Van Buren Co. | 16,628 | 23,490 | 12,000 | | | | | | |
| **Faulkner-Van Buren Reg. Lib. Total** | | **138,855** | **196,155** | **24,000** | **18,000** | **238,155** | **59,539** | **59,539** | **59,539** | **59,538** |
| Mid-Arkansas Reg. Lib. | Cleveland Co. | 8,241 | 11,642 | 12,000 | | | | | | |
| Mid-Arkansas Reg. Lib. | Dallas Co. | 7,469 | 10,551 | 12,000 | | | | | | |
| Mid-Arkansas Reg. Lib. | Grant Co. | 18,082 | 25,544 | 12,000 | | | | | | |
| Mid-Arkansas Reg. Lib. | Hot Spring Co. | 33,374 | 47,146 | 12,000 | | | | | | |
| Mid-Arkansas Reg. Lib. | Saline Co. | 118,703 | 167,687 | 12,000 | | | | | | |
| **Mid-Arkansas Reg. Lib. Total** | | **185,869** | **262,570** | **60,000** | **18,000** | **340,570** | **85,143** | **85,143** | **85,143** | **85,141** |
| Mississippi/Crittenden Co. Lib. | Blytheville (city) (Mississippi Co.) | 14,375 | 20,307 | | | | | | | |
| Mississippi/Crittenden Co. Lib. | Crittenden Co. Total less West Memphis | 23,951 | 33,835 | 12,000 | | | | | | |
| Mississippi/Crittenden Co. Lib. | Mississippi Co. Total less Blytheville | 28,460 | 40,204 | 12,000 | | | | | | |
| **Mississippi/Crittenden Co. Lib. Total** | | **66,786** | **94,346** | **24,000** | **18,000** | **136,346** | **34,087** | **34,087** | **34,087** | **34,085** |
| Northeast Arkansas Reg. Lib. | Clay Co. | 14,920 | 21,077 | 12,000 | | | | | | |
| Northeast Arkansas Reg. Lib. | Greene Co. | 44,598 | 63,002 | 12,000 | | | | | | |
| Northeast Arkansas Reg. Lib. | Randolph Co. | 17,448 | 24,648 | 12,000 | | | | | | |
| **Northeast Arkansas Reg. Lib. Total** | | **76,966** | **108,727** | **36,000** | **18,000** | **162,727** | **40,682** | **40,682** | **40,682** | **40,681** |
| Ouachita Mountains Reg Lib | Montgomery Co. | 8,879 | 12,543 | 12,000 | | | | | | |
| Ouachita Mountains Reg Lib | Polk Co. | 20,173 | 28,498 | 12,000 | | | | | | |
| **Ouachita Mountains Reg Lib Total** | | **29,052** | **41,041** | **24,000** | **18,000** | **83,041** | **20,760** | **20,760** | **20,760** | **20,761** |
| Phillips-Lee-Monroe Reg. Lib. | Lee Co. | 9,310 | 13,152 | 12,000 | | | | | | |
| Phillips-Lee-Monroe Reg. Lib. | Monroe Co. | 7,169 | 10,127 | 12,000 | | | | | | |
| Phillips-Lee-Monroe Reg. Lib. | Phillips Co. | 18,975 | 26,805 | 12,000 | | | | | | |
| **Phillips-Lee-Monroe Reg. Lib. Total** | | **35,454** | **50,085** | **36,000** | | **86,085** | **21,521** | **21,521** | **21,521** | **21,522** |
| Scott-Sebastian Reg. Lib. | Scott Co. | 10,277 | 14,518 | 12,000 | | | | | | |
| Scott-Sebastian Reg. Lib. | Sebastian Co. Total less Fort Smith | 39,660 | 56,026 | 12,000 | | | | | | |
| **Scott-Sebastian Reg. Lib. Total** | | **49,937** | **70,544** | **24,000** | **18,000** | **112,544** | **28,136** | **28,136** | **28,136** | **28,136** |
| Southeast Arkansas Reg. Lib. | Bradley Co. | 10,996 | 15,534 | 12,000 | | | | | | |
| Southeast Arkansas Reg. Lib. | Chicot Co. | 10,945 | 15,462 | 12,000 | | | | | | |
| Southeast Arkansas Reg. Lib. | Desha Co. | 11,876 | 16,777 | 12,000 | | | | | | |
| Southeast Arkansas Reg. Lib. | Drew Co. | 18,651 | 26,348 | 12,000 | | | | | | |
| Southeast Arkansas Reg. Lib. | Lincoln Co. | 13,705 | 19,361 | 12,000 | | | | | | |
| **Southeast Arkansas Reg. Lib. Total** | | **66,173** | **93,480** | **60,000** | **18,000** | **171,480** | **42,870** | **42,870** | **42,870** | **42,870** |

| Headquarters Lib. | Tax Unit | 2016 Population | Per Capita @ 1.41266261 | $12,000/co. in multi-co. region | MLS | Total FY2020 | First Qtr. Payment | Second Qtr. Payment | Third Qtr. Payment | Fourth Qtr. Payment |
|---|---|---|---|---|---|---|---|---|---|---|
| Southwest Arkansas Reg. Lib. | Nevada Co. | 8,398 | 11,864 | 12,000 | | | | | | |
| Southwest Arkansas Reg. Lib. | Pike Co. | 10,832 | 15,302 | 12,000 | | | | | | |
| **Southwest Arkansas Reg. Lib. Total** | | **19,230** | **27,166** | **24,000** | **18,000** | **69,166** | **17,291** | **17,291** | **17,291** | **17,293** |
| Tri-County Reg. Lib. | Howard Co. | 13,377 | 18,897 | 12,000 | | | | | | |
| Tri-County Reg. Lib. | Little River Co. | 12,451 | 17,589 | 12,000 | | | | | | |
| Tri-County Reg. Lib. | Sevier Co. | 16,910 | 23,888 | 12,000 | | | | | | |
| **Tri-County Reg. Lib.** | | **42,738** | **60,374** | **36,000** | **18,000** | **114,374** | **28,594** | **28,594** | **28,594** | **28,592** |
| White River Reg. Lib. | Cleburne Co. | 25,264 | 35,690 | 12,000 | | | | | | |
| White River Reg. Lib. | Fulton Co. | 12,123 | 17,126 | 12,000 | | | | | | |
| White River Reg. Lib. | Izard Co. | 13,433 | 18,976 | 12,000 | | | | | | |
| White River Reg. Lib. | Sharp Co. | 17,157 | 24,237 | 12,000 | | | | | | |
| White River Reg. Lib. | Stone Co. | 12,539 | 17,713 | 12,000 | | | | | | |
| **White River Reg. Lib. Total** | | **80,516** | **113,742** | **60,000** | **18,000** | **191,742** | **47,935** | **47,935** | **47,935** | **47,937** |
| **Total Regional Libraries** | | **1,413,080** | **1,996,205** | **552,000** | **270,000** | **2,818,205** | **704,551** | **704,551** | **704,551** | **704,550** |
| Fayetteville Public Library | Fayetteville (city) | 83,826 | 118,418 | | 18,000 | 136,418 | 34,104 | 34,104 | 34,104 | 34,106 |
| Forrest City Public Lib. | Forrest City (city) | 14,480 | 20,455 | | 18,000 | 38,455 | 9,614 | 9,614 | 9,614 | 9,613 |
| Fort Smith Public Lib. | Fort Smith (city) | 88,133 | 124,502 | | 18,000 | 142,502 | 35,626 | 35,626 | 35,626 | 35,624 |
| North Little Rock Public Lib. | North Little Rock (city) | 66,278 | 93,628 | | 18,000 | 111,628 | 27,907 | 27,907 | 27,907 | 27,907 |
| Rogers Public Lib. | Rogers (city) | 65,021 | 91,853 | | 18,000 | 109,853 | 27,463 | 27,463 | 27,463 | 27,464 |
| Texarkana Public Lib. | Texarkana (city) | 30,283 | 42,780 | 12,000 | 18,000 | 72,780 | 18,195 | 18,195 | 18,195 | 18,195 |
| West Memphis Public Lib. | West Memphis (city) | 25,284 | 35,718 | | | 35,718 | 8,929 | 8,929 | 8,929 | 8,931 |
| **Total City Libraries** | | **373,305** | **527,354** | **12,000** | **108,000** | **647,354** | **161,839** | **161,839** | **161,839** | **161,840** |
| **Grand Total** | | **2,753,540** | **3,889,823** | **564,000** | **756,000** | **5,209,823** | **1,302,456** | **1,302,456** | **1,302,456** | **1,302,456** |

*Fifth Payment (optional) is the distribution of the remainder of the reserves held for scholarships, multi-county regionals and MLS awards. (Director discretion).*

| | | | |
|---|---|---|---|
| Counties Not Qualifying | Total Released for FY2021 State Aid | | 5,359,823 |
| Prairie | Reserved for Scholarships | (150,000) | |
| Searcy | Multi-County Regionals | (564,000) | |
| Benton | MLS Awards, 42 headquarters libraries | (756,000) | |
| Miller | Total Designated | (1,470,000) | |
| St. Francis | Balance for Per Capita Distribution | | 3,889,823 |
| | | | |
| Source: | | | |
| www.census.gov | 3,889,823/2,753,540= | | 1.41266261 |

Fact Finder 2 database of 2016 official census estimates

Multi-County Regionals & MLS Awards are based on July 1st status.
Only positive changes to the payout amounts are permitted during the year due to recipient budget expectations.

| | | |
|---|---|---|
| | **As of:** | **11/1/2020** |
| ACTUAL: | State Aid: | 1,302,456 |
| | Scholarships: | 32,400 |
| | Amt Paid Out | - |
| | Adjustments | - |
| | Balance | 1,334,856 |

# 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.

### 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.

Bentonville Public Library
Applicant Library Name

405 S. Main Street
Mailing Address

Bentonville, AR, 71712-5904
City/State/Zip Code + 4 digit extension

479-271-3192 — Phone Number

479-271-6775 — Fax Number

Hadi S. Dudley
Name of Library Board Chair (PLEASE PRINT)

Hadi S. Dudley — Signature of Library Board Chair or Official Designee

11/02/2020 — Date

### 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.

Sarah Akers
Participant Name (PLEASE PRINT)

Sarah Akers — Participant's Signature

11/2/2020 — Date

### 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

11/5/2020 — Date

### 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

Dear Arkansas State Library Board,

Two years ago, my husband's job relocated us temporarily to Cleveland, Ohio for six months. As I was unhappy in my current occupation, I viewed this news as an opportunity to try out a different profession that I may enjoy more than my current one. It was at this point that I secured a job at my local library, and I've never looked back. I worked at my job for the remainder of my time in Ohio, and after just three months, I knew that I wanted to become a librarian.

After I began my current position at Bentonville Public Library, I expressed an interest in attending graduate school and learning more in order to become a librarian. I was fortunate enough to be able to talk with our circulation librarian about my goals, and she encouraged me to seek an online degree, since Arkansas colleges don't offer such degrees. After looking into the Master's in Library Science program offered at University of North Texas, I felt that that program would be a good fit for me.

In my program, I intend to work tirelessly to do my best at my coursework and attain all the knowledge that I can. My goals are to learn more about the duties of a librarian and practice completing those duties, to understand more about content management and information technologies, and to maintain my consistent work ethic. As a professional, I intend to expand my knowledge and training in the library and take on more responsibility in my role within the library. I intend to become proficient in web-based library systems and master new skills that are more professional than just clerical. I plan to complete graduate school and begin my career as an Arkansas librarian with a strong understanding of what it takes to be a leader in this line of work.

As with any endeavor to seek education and professional learning, cost often plays a large factor in the continuation of professional development. I recognize the importance of scholarships in aiding me in continuing my education and achieving my goals both academically and professionally, and I would be exceptionally grateful for any assistance to help me on my journey to becoming a librarian.

Above all, I want to help people, and I can't imagine a better way to help than by being a public servant. I believe that I can make a positive contribution to Arkansas by furthering my education and serving my community as a future Arkansas librarian.

Thank you for your consideration.

Sarah Akers

Sarah Akers

Bentonville Public Library

Our mission is to engage our community, to encourage discovery and promote literacy by offering lifelong learning opportunities.

November 2, 2020

Dear Arkansas State Library Board of Directors,

I support Sarah Akers' application to participate in the Arkansas State Library's Scholarship Assistance Program beginning Spring term 2021, following her 12-hour completion of coursework in December 2020 and her current employment at Bentonville Public Library (BPL).

Sarah began working at Bentonville Public Library (BPL) as a Part Time Library Clerk on January 21, 2019. She brought solid educator and library experience, plus an educational background and academic pursuits making her an ideal candidate for our library. Sarah is currently enrolled in the ALA-accredited Library and Information Sciences graduate program at the University of North Texas (UNT).

Since joining the team, Sarah has served our library in the following ways, primarily working in Adult Services:

- Front-line desk support in circulation services
- Reader's advisory and reference help for patrons
- Technology help for patrons
- Sorting, shelving, processing and repairing materials
- Implementation of basic library science principals.

On August 18, 2020, Sarah was promoted to a full-time library specialist position on the Adult Services team. She is currently supporting BPL in the following capacity:

- Developing training tools for new staff on circulation and reference procedures
- Providing one-on-one training sessions with new staff on various functions, including processing new materials and repairing worn items
- Responsible for Meeting Room management.

Sarah's leadership and teamwork assist with the implementation of professional goals at BPL, and she has excellent rapport with our patrons.

Bentonville Public Library is committed to supporting Sarah in her growth. This fall she attended the TLCU virtual conference and is agreeable to other professional development opportunities. I anticipate she will lead future initiatives benefiting our libraries, as evidenced by her aptitude for leading, sharing and teaching at BPL.

405 S Main Street | Bentonville, AR 72712 | 479.271.3192
www.bentonvillelibrary.org | library@bentonvillear.com

Bentonville Public Library

Our mission is to engage our community, to encourage discovery and promote literacy by offering lifelong learning opportunities.



Sarah is smart, driven and responsible; she shares her pleasant outlook with our library team. As an adaptable staff member and hard worker, she is reliable and highly responsible. Sarah has a passion for public service and is "very excited to be on this journey to become a librarian," which is a valuable attitude in our organization. I look forward to watching her grow in the field of librarianship.

I am proud to say that Sarah Akers is an asset to Bentonville Public Library, and to the Arkansas library community. I trust the scholarship assistance made in Sarah's education will be exponentially repaid by the contributions she makes to our profession.

Sincerely,

Hadi S. Dudley, MSIS, MA
Library Director, Bentonville Public Library
405 South Main Street
Bentonville, AR 72712
479-271-3914 ph
hdudley@bentonvillear.com

# Arkansas State Library
## Scholarship Assistance Application

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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.

Applicant Library Name
Arkansas River Valley Regional Library System

Mailing Address
501 North Front Street

City/State/Zip Code + 4 digit extension
Dardanelle, AR 72834

Phone Number
479-229-4418

Fax Number
479-229-2595

Name of Library Board Chair (PLEASE PRINT)
X Brad Spikes

Signature of Library Board Chair or Official Designee
Brad Spikes

Date 8/27/2020

### 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.

Misty Hawkins
Participant Name (PLEASE PRINT)

Misty Hawkins
Participant's Signature

8-19-20
Date

### 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

11/5/2020
Date

### 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

**Arkansas River Valley Regional Library System**
August 26, 2020 at 5:00 PM via Zoom

**ARVRLS Board Members Present:**
Casey White
Rick Bradford
Brad Spikes
Ashley Watts
Leigh Vonderheide
Charles Webster
Debbie Park

A motion was made by Rick Bradford to approve the minutes from May 15, 2020, Charles Webster seconded. The motion carried.

The financial report was presented. A motion was made by Charles Webster Ashley Watts seconded. The motion carried.

**Business:**
Misty Hawkins presented the librarians report. Of the seven library branches, Johnson County Public Library is the only location not open to the public at this time. Outdoor wifi accessibility has been extended at the Booneville, Charleston, and Dardanelle locations. A new app for an online catalog required different dimensions for the library logo and the new logo was distributed to all board members. When the new app is introduced, board members will be invited as part of the test group.

Leigh Vonderheide and Ashley Watts volunteered to review region wide policies.

A motion was made by Casey White to approve the consultant agreement for Donna McDonald and the agreement will be submitted to the Arkansas State Library in order to obtain State Aid funding, Charles Webster seconded. The motion carried.

A motion was made by Charles Webster to approve an Arkansas State Library Scholarship Assistance Application on behalf of Misty Hawkins, Casey White seconded. The motion carried.

The board discussed online library card applications and agreed to continue utilizing the online application at this time.

**Adjournment**
A motion was made by Rick Bradford to adjourn, Debbie Park seconded. Meeting adjourned.

# Arkansas State Library
# Scholarship Assistance Application

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## APPLICANT

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Craighead County Jonesboro Public Library
Applicant Library Name

315 W Oak Ave
Mailing Address

Jonesboro, AR 72401-3513
City/State/Zip Code + 4 digit extension

870-935-5133 — Phone Number

870-935-7987 — Fax Number

Janice Griffin
Name of Library Board Chair (PLEASE PRINT)

Signature of Library Board Chair or Official Designee — Date: 10/6/2020

## 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.

Stephanie Sweeney
Participant Name (PLEASE PRINT)

Stephanie Sweeney
Participant's Signature — Date: 10/7/2020

## 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: 11/5/2020

## 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

Stephanie Gayle Sweeney
cell: +1.870.637.4621
ssweeney@libraryinjonesboro.org
1005 Warner Ave. Jonesboro, AR 72401

I have always been interested in the flow of information, and the library is the logical hub of information. I have been actively involved in the library since sixth grade where I worked as a student volunteer, I worked through high school summers at my local library and the Dean B. Ellis library at ASU through my undergraduate degree. After a brief interlude at teaching overseas in two different countries I came back to my homeland and immediately searched for a library job.

Libraries are an important community gathering place and most share the mission to aid the public in learning and exploration. By pursuing my degree, I can further my own knowledge and use these skills towards helping the library fulfill its mission. The University of Tennessee in Knoxville offers a special certificate in Youth Informatics which will give me a unique understanding on how youth interact with technology in an increasingly technological world.

I have always been committed to being a life-long learner. Since starting a position in youth services I have created several STEAM related programs. My Extreme-STEAM program had a dedicated following that came back every week to play with robots or build towers out of spaghetti and marshmallows (prior to COVID-19). I have participated in state coding initiatives and helped establish a Girls Who Code club at our public library. My ultimate goal is to create a learning lab or makerspace in our library so students can explore new concepts and put newly learned skills into practice. The digital divide is, unfortunately, present in our city so I am working to make our library a digital hub to introduce students to new technologies, creative problem solving and effective media literacy. The role of media in society is an underrepresented topic in education and students have a general lack of understanding on how information is collected, disseminated and ultimately used. Having lived and taught in two notably different countries I became interested in the global dissemination of information, how it is filtered through different cultures and integrated into daily life.

The goals of libraries are constantly evolving to meet a diverse and ever-changing population. I want to understand how information moves and how it can be distilled to help those who need it most. Through pursuing a MSIS I will be exposed to new ideas, gain new skills to allow me to bring innovations to my field, and have the opportunity to network with a group of like-minded individuals. I'm committed to expanding my horizons and learning the skills necessary to keep my knowledge current in a rapidly evolving world.

Craighead County Jonesboro Public Library

315 West Oak Avenue, Jonesboro, AR
www.libraryinjonesboro.org
870.935.5133

October 6, 2020

Dear Jennifer Chilcoat,

Stephanie Sweeney, a library employee of over three years, recently made the decision to pursue an MLS. As we were familiar with her work ethic, personal motivations, and general interests, we believed that she would be an excellent candidate for a library science or information science program. She has shown tremendous success in her chosen courses and has taken great care in selecting not only the school but also the individual classes and eventual degree that she will earn. To date, she has completed 18 hours of coursework. The care she has shown in this has proven to us that she is capable of great works and we will continue to look forward to what she is able to bring to the metaphorical table both while she obtains her degree and following her graduation. Stephanie has agreed to continue to work for us at the CCJPL for two years following the completion of her degree, which is based upon our employee policies. We approve of her application and will continue to support her in this endeavor.

Regards,

David Eckert
Library Director

# Arkansas State Library
# Scholarship Assistance Application

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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.

ROGERS PUBLIC LIBRARY
Applicant Library Name

711 S. DIXIELAND RD.
Mailing Address

ROGERS AR 72758-4033
City/State/Zip Code + 4 digit extension

479-621-1152 — 479-621-1165
Phone Number — Fax Number

Stephen Hardin
Name of Library Board Chair (PLEASE PRINT)

Stephen Hardin — 7-23-2020
Signature of Library Board Chair or Official Designee — Date

## 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.

SHELBY SPEARS
Participant Name (PLEASE PRINT)

Participant's Signature — Date 6/22/2020

## 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 11/5/2020

## 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

Dear Ms. Chilcoat,

I am an El Dorado native and a graduate of Ouachita Baptist University in Arkadelphia. I now live in Northwest Arkansas and work as a library assistant in the Walmart's Children's Library at the Rogers Public Library. I was drawn to library work because I feel that it is an area where my personal strengths and intellectual curiosity will allow me to help others. Already these qualities have helped me both in the workplace and in graduate school.

I decided to pursue a Master's Degree in Library Science mostly because of my intellectual curiosity, specifically with regards to the unique philosophical problems in the field of library and information science as to how librarians represent and share information with others. My studies up to this point have made me more conscientious about my role in providing reference services to patrons and planning youth programming. My ultimate goal in obtaining a graduate degree is to continue my work in youth services as a full librarian.

Thank-you for considering me for this scholarship.

Best,

Shelby W. Spears

ROGERS PUBLIC LIBRARY
INSPIRE.

711 South Dixieland Road
Rogers, Arkansas 72758
Ph 479.621.1152

Fax 479.621.1165
Dial-A-Story 479.936.5444
Email jcasey@rogersar.gov

Arkansas State Library Board
900 W. Capitol Ave., Ste. 100
Little Rock, AR 72201

To Whom It May Concern:

As Director of the Rogers Public Library, I recommend Shelby Spears for the Arkansas State Library Scholarship Program. Shelby has worked as a part-time Library Assistant I in our Children's Department since September 2018. He assists patrons locating materials, conducts library programs such as "Full Steam Ahead", and a variety of other services. He is prompt to communicate issues that need to be addressed and is aware of what is going on in the department. He is a dedicated asset to our library and community.

Shelby takes initiative in his duties, performs any tasks needed with a positive attitude. He is quick to learn and demonstrates a servant's heart. We are glad that he has decided to continue his education by pursuing his graduate degree in Library Services.

Sincerely,

Judy F. Casey

Judy F. Casey, Director

The City of Rogers does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

ROGERS PUBLIC LIBRARY
INSPIRE.

The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, July 21, 2020.

**MEMBERS PRESENT:**

Richard Bland, Steve Hardin, Giuliana Tartarini-Fields, Judy Tobler, & Brice Wagner.

| | |
|---|---|
| **STAFF:** | Judy Casey, Library Director<br>Hannah Norris Milligan, Assistant Director<br>Jennifer Moore, COR Records Administrator |
| **FRIENDS REPRESENTATIVE:** | None present |
| **FOUNDATION REPRESENTATIVE:** | None present |
| **CITY COUNCIL REPRESENTATIVE:** | None present |
| **PRESS:** | None present |

**CALL TO ORDER:**

The meeting was called to order at 6:30 pm via Zoom. Actual begin time closer to 7:45pm.

**PUBLIC FORUM:**

None present.

**SECRETARY'S REPORT**

Motion by Judy Tobler: The minutes of the last meeting, May 19, 2020, are to be approved as submitted. [Did not meet in June.]
Second by Richard Bland.
Approved unanimously. Minutes adopted.

Shelby Spears' Scholarship
COPY

**DISCLAIMER STATEMENT**
Read by Judy Casey.

**ROGERS PUBLIC LIBRARY FOUNDATION**
Judy Casey reported:
- Meeting next week via Zoom.

**FRIENDS OF THE ROGERS PUBLIC LIBRARY**
Judy Casey reported:
- Meeting next Wednesday.

**FINANCIAL REPORT**
Judy Casey reported:
- Revenues
  - Property Tax looks very good.
  - Limited Print & Copy income; however we are now collecting some print/copy fees as some people are now coming into the building.
  - We've been extending Non-Resident fees for now because not everyone can come into the building.
  - State Aid did receive a small cut. Their fiscal year started July 1.
- Judy Casey has started working on the FY 2021 Budget and are trying to take these things (see directly above) in consideration.
- Salaries & Wages
  - Filled the part-time Custodian position.
  - Lost a part-time Circulation (20-HR/WK). She graduated and obtained a job in her field of study.
  - Open positions: 4 part-time and 1 full-time that will not be filled at this time.
- Natural Gas. Judy Casey is still working with City Finance Director on the $1,300 bill for this month. We are not using that much gas with our hot water (boiler HVAC) system. It's been this way for over 2 years. We've been working with the gas company and the City.
- COVID-19 Expenses. We're putting items purchased in their natural categories for payment and coding them COVID. The City will be trying to obtain reimbursement for some of our money for these items.
- SRC (Summer Reading Club). The Friends of RPL pay for this program. We've been able to get better pricing from some of the performers since their programs are now virtual versus live performances. One performer came here to tape his performance and gave it to us free since we allowed him to use our building. We still have some prizes to pick-up.

**DEPARTMENTAL REPORTS**
- SRC (Summer Reading Club). People have signed up, but not as many as usual. People are being cautious. Many kids would sign up when they came in for programs. If you'll notice on the Children's report, some of the virtual events have had over 1,000 participants.
  - Young Adult Librarian Evan Day has been doing a bit of programming online.
  - We're trying to do informational virtual programs for adults.
- Reports look a little different because we're still trying to figure out the best way to record the virtual programs and reformatting that data to fit our templates. For example, if Children's has a virtual program for a craft it is two separate videos or "programs" virtually, but in person we would count it as one program. We have some direction from the State Library regarding



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statistics, such as they recognize virtual programming as programming. She discussed Facebook Live and YouTube statistics.
  - Giuliana Tartarini-Fields noted that the virtual programs seem to be increasing which is good.
  - Visits (p. 12) appear way down, but remember that we were closed this June 1st until partially opening to the public on June 15. This number is only for June 15-30.
- Limited Patron Hours & Curbside Pickup
  - Today and yesterday Judy Casey worked the front door (i.e., letting patrons in the building and checking temperatures.) We've had about 15-25 people maximum in an hour. We have reservation slots for 30 people per hour, but we haven't reached that limit yet. People are only staying 15-30 minutes in the building unless they have a computer 1-hour reservation. We had a small line of people waiting to get in as they tend to show up at the beginning of their 1-hour slot. Therefore, we will keep the limits that we currently have.
  - Only had to turn people down for a specific computer time slot due to staff cleaning between uses.
  - Curbside is still more popular. Most patrons are making their reservations online. Times are listed on our website.
  - We will do another Press Release about curbside and our open hours. Putting open hour slips in the curbside bags that people pickup. Trying additional ways to get the word out that we're open such as putting signs up in downtown businesses.
- Wearing Masks. Judy Tobler asked if patrons are required to wear masks in the building.
  - Judy Casey explained that they do and so do staff. We take temperatures and ask the four questions. Our public restrooms and meeting rooms are closed to the public. The Friends of RPL did meet here since they are a supporter of us. They social distanced the 6' minimum. She reminded that it's a City mandate that everyone wear masks. If vendors come in the building for extended periods of time, they have their temperature and the four questions asked. Example of exclusion is UPS or FedEx deliveries as they are in and out quickly.
- Arkansas Democrat-Gazette. Steve Hardin asked about this newspaper going online only. [This is our local newspaper.]
  - Assistant Director Hannah Milligan updated that if we used ADG's provided iPad to access the paper if lost or broken that we would have to pay to replace $200-300. She and Library Director Judy Casey are looking at purchasing 2-3 licenses. ADG has offered them 5 licenses for a reasonable price. They are considering.
  - Judy Casey explained that our patrons who come in usually are looking for photographs and without this version the online is text only – no photographs or ads. We are considering Sunday only from ADG and keeping NewsBank for the text only digital version. She wants to try something for a year to see. We have until next month to make our decision.
  - Judy Tobler stated that when she personally called ADG for a subscription that the Sunday only option versus entire month of daily papers delivered was $2.00 difference ($34 & $32 respectively for the month).
  - Steve Hardin inquired if people still look at the Want Ads like historically.
  - Judy Casey said some people do still look at the ads, but not nearly as many with all of the other online resource options.
  - Hannah Milligan noted that she had a patron a few days ago wanted to go back and look at the weather, but NewsBank (archives) didn't have it.



COPY

**DIRECTOR'S REPORT**

Judy Casey reported:

- Staff Cubicals have been installed for a while now. We're pending a couple of base plates that were backordered.
- Sora App for education by OverDrive informational meeting held.
  - This app would allow students in RPS (Rogers Public Schools) to utilize the part of our digital collection that we choose to share rights to. It is by grade levels.
  - We will use our Advantage collection for this app (default option).
  - Grant requested from Friends for this app.
  - RBDigital has bought out OverDrive.
  - RBDigital magazines where in Zinio, a subdivision of RBDigital; and we recently added RBDigital Comic Books to our electronic collection. The RBDigital app is better than the OverDrive app was. Still pending additional information on the results of the buyout.
- Budget FY 2021. Department meetings with the Mayor will be September 17-25.
  - EBSCO Discovery took the place of Encore in Innovative Interfaces. We are probably going to move to a modified version in Atriuum next year. Some financial savings. Discovery doesn't quite align with Atriuum at this point in time, but we had to try it.
- Budget FY 2020 – RPL Foundation Items (Grant)
  - RPL Foundation is working on their annual Chef event for November.
  - Our wish list: updating our A/V system in our Community Room, a newer 3D printer, and an outdoor theatre.
- Returning Board Member Cindy Holmer. Cindy did not end up having to move from the area and is requesting the Mayor reappoint her to this Board in her former open position.

**OLD BUSINESS**

**COVID-19 and Update by Judy Casey**

- Remain Partial Open Hours. With COVID-19 numbers for the state continuing to rise, the Mayor has indicated that until the numbers start to go down that he's comfortable and would prefer that RPL keeping its current partial open hours by appointment only for safety and allows us time to clean between appointments.
- We have sneeze guards up at all of the customer service desks.
- Hand sanitizer is throughout the building for use.
- We have only one door to come in and another door to leave the building.
- We're tracking temperatures of everyone who comes in the building and keeping the logs for 30 days for contract tracing; after which we shred the documents.

**NEW BUSINESS**

**Scholarship Application for Shelby Spears by Judy Casey**

- This is for the Arkansas State Library scholarship. If you'll recall, Hannah and a few others have been recipients of this scholarship in the past.
- Shelby is one of our part-time employees in the Children's department.
- He obtained his undergraduate degree from Ouachita Baptist University.
- Shelby has completed his 12 credit hours in the Master of Library and Information Science program at the University of North Texas and is applying for the State scholarship.



COPY

- He needs approval from the Board of Trustees. Judy Casey recommends that the Board approve his request. She said that he's shown much growth during his time working here.
- If you approve his request to submit his application to the State Library, we will need to send a copy of this meeting's minutes. Also, Board President Steve Hardin will need to sign Shelby's application form.

Motion by Brice Wagner to approve this application.
Second by Judy Tobler.
Approved unanimously.

**ADJOURNMENT**

- Brice Wagner asked if the Board needs to meet next month.
- Judy Casey said that the Board does need to meet to approve the FY 2021 Budget.
- The Board agreed to meet by Zoom next month.

Motion by Brice Wagner to adjourn the meeting at 7:45p.m.
Second by Judy Tobler.
Agreed unanimously.

Prepared by Sami Espenschied

August 7, 2020
Date

Approved

Date

COPY

Recommendation for Scholarship Assistance

# DRAFT

| Library Name | Individual Name | Library School | # of Hours -- Fall 2020 | Recommend Award in the amount of ** | Cumulative number of hours completed | Anticipated date of completion/MLS award |
|---|---|---|---|---|---|---|
| Rogers Public Library | Shelby Spears | UNT | 6 | $2,700 | 18 | |
| Arkansas River Valley | Misty Hawkins | U Okla | 3 | $1,350 | 15 | |
| Craighead County/Jonesboro | Stephanie Sweeney | U Tenn | 15 | $6,750 | 27 | |
| Bentonville Public Library | Sarah Akers | UNT | 3 | $1,350 | 15 | |
| Bentonville Public Library | Nakeli Hendrix | San Jose St. | 3 | $1,350 | 24 | |
| Bentonville Public Library | Anna Sharon | U KY | 3 | $1,350 | 36 | December 2020 |
| Central AR Library System | Amanda Hayes | TWU | 3 | $1,350 | 24 | May 2021 |
| Central AR Library System | Elizabeth Newbern | Simmons | 6 | $2,700 | 36 | December 2020 |
| Crawford County Library | Margaux Burleson | USoMS | 3 | $1,350 | 31 | December 2021 |
| Fayetteville Public Library | Cassady Murray | FSU | 6 | $2,700 | 27 | |
| Fayetteville Public Library | Kia Dodge | FSU | 9 | $4,050 | 24 | |
| Fayetteville Public Library | Randy Canales-Ochoa | FSU | 6 | $2,700 | 30 | |
| Fayetteville Public Library | Molly Quinn | FSU | 6 | $2,700 | 18 | |
| Fayetteville Public Library | Kimberly Rolf | U Tenn | 6 | $2,700 | 18 | |
| Springdale Public Library | Tammie Evans | UNT | 6 | $2,700 | 36 | December 2020 |
| | | | **Total** | **$25,650** | | |
| | | | | | | 11/5/2020 |

## State Librarian – Jennifer Chilcoat

The last few months have been busy, most notably with hiring a new Administrative Specialist for the Admin Office and a new Deputy Director. Both efforts have been successful, and I am looking forward to having these positions filled to free up time for me to spend on more proactive work.

Our new Administrative Specialist is April Murphy. April has state government experience, having been most recently employed by the Board of Accountancy in the Department of Labor and Licensing. She begins on Monday, November 16. In addition to the responsibilities we are familiar with seeing for this position, I also look for April to gradually assume significant duties with regard to Board Minutes, as I believe had been the case in the past.

Our new Deputy Director is Kristen Cooke. She has both public and academic library experience, having worked for the Central Arkansas Library System, U of A Little Rock's Ottenheimer Library, and most recently the U of A Community College in Morrilton, where she served as Library Director and Academic Commons Director. She will begin her duties on December 14, but has graciously agreed to carve out some time to attend the virtual annual conference for State Data Coordinators, those state library employees around the country who shepherd the process of the Public Library Survey in their respective states. We look forward to having both April and Kristen join us.

A number of our staff presented programs for the Arkansas Library Association's Annual Conference, which was a wonderful success and networking opportunity. Because of our financial support for the Conference, we were given "air time" before one of the two keynote sessions. Katie Walton, Jennifer Wann, and others produced a fun and informative video, which is available on YouTube: https://www.youtube.com/watch?v=tozEsAmRTw0&t=75s.

The Transformation and Efficiencies Act continues to have a positive impact on our agency as it opens doors for us in providing service throughout the state, due to our closer connection with the Arkansas Department of Education (ADE). In October, ADE embarked on a strategic planning initiative with the consulting help of Bellwether Education Partners. I have been serving on the Steering Committee and Debbie Hall has been serving on the Working Group. This is expected to be a months-long process, after which ADE will emerge with a guiding vision and plan that brings all ADE divisions together in working for a common goal. As part of this process, our staff were asked to complete an in-depth online survey about their experiences at ASL, their perceptions about our most pressing goals, and their views about the good and bad aspects of the Transformation. I am very proud to report that ASL had a response rate of 97%, with 33 out of 34 survey recipients responding!

Director DeShun Scarbrough of the Martin Luther King, Jr. Commission, also a division of ADE, reached out to me about joint programming around the upcoming King Holiday. While he reached out to me in late August, he wasn't able to finally meet with me until October 27. This makes substantial programming a little difficult with a January 18 deadline, but we are committed to continue meeting with an eye toward a joint program in 2021, and Karen O'Connell is joining the effort.

ADE's Office of Legal Services is imbedding some their staff in the agencies for whom they serve as liaison for an hour or two every week. Our liaison, Taylor Dugan, will be spending time in our building to become more familiar with our work and the legal questions and issues we face. It will be helpful to have him around to see our operations, and to answer occasional legal questions that come up.

Secretary Key has also begun holding monthly 30-minute Zoom meetings with the division directors. My first meeting with him was on October 21 and was informative and mutually beneficial. I look forward to our further meetings.

Additional activities were:

- ADE Strategic Planning, September 11, 21, October 15, 16, November 10
- ASL Managers Meeting, September 2, October 7, and November 3
- ADE First Friday Meeting, September 4, October 2, and November 6
- ASL Executive Team meeting, August 31
- Attorney General's State Agencies Training, August 18
- State Data Coordinators Quarterly Meeting, August 27
- COSLA updates, August 27, September 22, 23, October 28 – via Zoom
- Governor's Complete Count Committee, September 9, October 14
- ALL-In Meetings, September 15, October 21
- State Program Report Training with Debbie Hall, September 17
- ASL LSTA Budget update, with Debbie Hall, July 17
- ARSL Conference (virtual), September 28 – October 2
- ArLA Conference (virtual), October 15,16
- Administrative Specialist Interviews, October 7, 8
- Deputy Director Interviews, October 20
- Meet with LDD III regarding Gateway Program
- LDD II Quarterly Meeting, Jacksonport, October 30
- Excel by 8 Initiative, November 2
- Joint Budget Committee Hearing, November 12

Future meetings/events include*:

- ASL Managers meeting, first Wednesday of each month
- ADE First Friday meeting, first Friday of each month
- COSLA Exchange, biweekly on Thursdays
- ADE Strategic Planning, December 8, January 6, 27
- ALL-In Holiday Fun, December 16
- Jericho Brown, February 4

*All extra-agency meetings will be conducted via Zoom or other electronic means, unless otherwise indicated.

**Acronyms:** AAAL – Advocates for All Arkansas Libraries; ADE – Arkansas Department of Education; ALA – American Library Association; ArLA – Arkansas Library Association; ARSL – Association for Rural and Small Libraries; COSLA – Chief Officers of State Library Agencies; DESE – Division of Elementary and Secondary Education; FDLP - Federal Depository Library Program; GPO – Government Publishing Office; IMLS – Institute of Museum and Library Services; LDD – Library Development District;

## Manager of Library Development – Jennifer Wann

On-Going Projects:

**Library Consulting Services**

Consulting topics included, but were not limited to: traveling exhibits and programming; Census 2020 activities; disposal of donated books by book sale; state aid and entering into a contractual agreement with an MLS of record; using a commercial cleaning service; accepting donations on behalf of the Friends of the Library; virtual bingo program; complying with State Aid while a director is in library school; municipal library funding; accounting process for fines and fees; updating bylaws; writing a disaster plan; eligible uses for library millage; having an IT employee on staff versus contracting with an IT service; and library volunteers working the circulation desk.

Field Questions on general consulting topics:

- August 6: Using a Commercial Cleaning Service
- August 20: Staff Salaries
- September 14: Patron Privacy and Confidentiality Policy
- September 14: Bindery Information
- September 17: ILS (Integrated Library System aka automation system) Help
- October 5: Door Counters
- October 12: Interlocal Agreements

**COVID-19 Consulting Services**

Consulting topics related specifically to COVID-19 included, but were not limited to: Quarantine time for different types of library materials; quarantine time for staff exposed to an individual who has tested positive for COVID-19; pandemic leave policy; temporary closure due to COVID-19 exposure; and defining vulnerable individuals on staff who may need to work from home.

Field Questions related to COVID-19:

- August 13: Pandemic Policy
- September 16: Medical Exemption from Wearing Face-Covering

**ALL-In**

In person ALL-In events have been cancelled for the foreseeable future. Instead both previous cohorts are invited to participate in regular Zoom meetings to discuss all things libraries and leadership. Meetings were held on: August 18 and September 15. An engaging and robust discussion of *Dare to Lead* by Brene' Brown was held on October 21.

**Continuing Education**

The Arkansas State Library has pre-purchased 100 courses through Library Juice Academy to enhance our continuing education offerings for the state's library workforce. Library Juice Academy offers a wide range of online professional development workshops on topics such as readers' advisory, children's services, cataloging, web design, digital preservation, dealing with difficult patrons, and more.

Courses are taught asynchronously (meaning that you don't have to be online at any particular time) and involve reading assignments, offline activities, and class participation. A four week course involves about fifteen hours of work (3.75 hours per week). Emphasis is on student interaction with instructors and with each other, supported by a variety of class assignments and reading materials. The instructors are librarians and LIS faculty who have developed specialized knowledge in the subjects they teach.

All librarians and paraprofessionals employed by libraries located in the state of Arkansas are eligible to participate. Participants are limited to one active course at a time. Participants must submit an evaluation to ASL after completion of the course.

**Association of Rural & Small Libraries (ARSL) *Outstanding in Their Field* Leadership Advisory Team**
Funded by an IMLS Laura Bush 21st Century Librarian Program grant, *Outstanding in Their Field* is a pilot leadership institute designed for new supervisors and managers working in small or rural libraries. I am honored to have been invited to serve on the Advisory Team (A-Team). The A-Team provides guidance and feedback to the Institute's core team on what is required to lead strong rural libraries as community assets. The A-Team will assist in the recruitment of participants, support the development of institute content, and mentor participants.

**ArLA Video**
Katie Walton and I had the opportunity to create a video introduction to the services provided by the Arkansas State Library to be shown at the 2020 Arkansas Library Association Virtual Conference. With the new equipment and software purchased to transition Continuing Education programming to a virtual environment, we were able to create the video in house. The video was a collaborative effort with input and participation from across the agency. Thank you to Michael Strickland, Kristina Waltermire, Sarah Lipsey, Jennifer Razer, Lora Sandoval, Ruth Hyatt, Amber Gregory, Karen O'Connell, and Jennifer Chilcoat. The video can be viewed on YouTube:
https://www.youtube.com/watch?v=tozEsAmRTw0&t=14s

Site Visits/Meetings/Training:

July 31 Library Development Team Meeting, via Zoom
The Library Development team continues to use Zoom to hold our regular team meetings. Although we're all working in the office, Zoom allows for appropriate social distancing while collaborating. Additional meeting on August 18, 31, & October 5.

August 4 AR Counts, via Zoom
I attended and participated in the AR Counts Committee to support Census 2020 activities in the state of Arkansas. Additional meetings were held on August 18 and September 1, 15, & 29.

August 5 Arkansas State Library, Managers Meeting, via Zoom
I attended and participated in the monthly managers meeting.

August 7 Complete Count Committee, Via Zoom
I attended and participated in the Complete Count Committee to support Census 2020 activities in the state of Arkansas. Additional meetings were held on August 21, September 4 & 18, and October 2.

August 13 Ethics at the Desk Training, via Zoom
A training session for the staff of the Pea Ridge Library on the professional ethics of librarianship. Additional training sessions with the Pear Ridge Library were held on August 27 and September 2.

August 14 ASL Board Meeting, via Zoom

I attended the ASL Board meeting.

August 21 Library Development Live!
During this episode of Library Development Live! we introduced the newest member of the LD team, Lora Sandoval.

August 25 ARSL A-Team, via Zoom
I attended and participated in an ARSL Outstanding in Their Field Leadership Advisory Committee meeting. Additional meetings were held on September 25 and October 23.

August 26 Meeting with Architecture Faculty at UA, via Zoom
I joined Jennifer Chilcoat to discuss library architectural design with faculty members from the University of Arkansas.

August 27 Meeting to discuss Interlibrary Loan and Resource Sharing, Via Zoom
ASL staff including Jennifer Chilcoat, Sarah Lipsey, Danielle Butler, Katie Walton, and Judi King joined a meeting with Tracy Carr, Library Services Director at the Mississippi Library Commission, to discuss the statewide resource sharing program managed by the Mississippi Library Commission.

September 2 Arkansas State Library, Managers Meeting, via Zoom
I attended and participated in the monthly managers meeting.

September 3 Mail Training, via Zoom
I attended a training session conducted by Denise Whitmore on agency mail processes and procedures.

September 8 ArLA Pandemic Response Committee, via Zoom
I attended and participated in a Pandemic Response Committee meeting.

September 11 Library Development Live!
During this episode of Library Development Live! we discussed the importance of the 2020 Census.

September 11 Library Development Chiefs' Weekly Meeting
I attended and participated in the weekly meeting for heads of Library Development. Additional meetings I attended were on September 18, and October 9 & 23.

September 28-October 2 ARSL Virtual Conference

October 2 Library Development Live!
During this episode we unveiled the 2020 Arkansas Gems Poster.

October 7 Arkansas State Library, Managers Meeting, via Zoom
I attended and participated in the monthly managers meeting.

October 8 Storytime Emporium, via Zoom
I assisted Ruth Hyatt with the Storytime Emporium Youth Services training sessions by hosting and monitoring Zoom rooms in sessions throughout the day.

October 13-16 Mississippi Library Association Virtual Conference

Presented session on Creating a Personal Strategic Plan.

October 14-15 Arkansas Library Association Annual Conference
Participated in a panel discussion about the value of Professional Engagement.

October 19 2020 Census meeting, via Zoom
I participated in a grant evaluation meeting with Jennifer Chilcoat and Kara Wilkins regarding ASL's 2020 Census activities.

October 26 Gateway Project meeting, via Zoom
I attended and participated in a meeting with Jennifer Chilcoat, Katie Walton, Crystal Gates, and Richard Theilig to discuss the future of the Gateway Project and additional resource sharing opportunities.

October 29 If All Arkansas Read the Same Book Meeting (IAARTSB), via Zoom
I participated in a meeting to discuss the selection of the 2021 IAARTSB title.

Upcoming Events:

| | |
|---|---|
| November 4 | ASL Managers meeting |
| November 13 | ASL Board meeting |
| November 17 | Southern Council of State Library Agencies Library Development Forum |
| November 19 | ALL-In meeting |
| December 2 | ASL Managers meeting |
| December 16 | ALL-In meeting |

## Coordinator of the Arkansas Center for the Book – Karen O'Connell

On-Going Projects:

**Library of Congress National Book Festival**

The National Book Festival was held virtually this year from September 25-27, and approximately 25,000 people registered. State Center for the Book Affiliates had a presence in a virtual "Roadmap to Reading," and Centers were able to populate "booths" with handouts, videos, and polls. In addition, Arkansas was one of fourteen states that worked with KidLit.TV to feature 2020 "Great Reads" authors on that site (https://kidlit.tv/2020/09/great-reads-from-great-places/). The Arkansas Center for the Book recently mailed copies of our 2020 Great Reads selection—Little Rock author Emily Roberson's YA novel, *Lifestyles of Gods & Monsters* (Farrar, Straus and Giroux, 2019)—to all public library branches in the state.

**Book Club Project**

Book club meetings and mailings have continued to be affected by the ongoing pandemic, with attendance at approximately 50% of usual rates. Attendance tallies indicate that there were 366 readers from August through October to date, with October and November statistics still being submitted to the Center. From August through October, kits were sent to 95 book clubs; and with 1,140 books provided. The Coordinator and the Library Development Administrative Specialist have completed weeding the Book Club Collection and adding new titles. In addition, the Coordinator is currently creating 2021 Book Club Schedules for registered clubs. Many clubs that have not been able to meet regularly in 2020 have expressed to the Coordinator that they are looking forward to meeting again in 2021.

**Arkansas Gems**

The 2020 Arkansas Gems poster and bookmark have debuted—virtually at the National Book Festival in the Arkansas Roadmap to Reading "booth" and via a conversation with illustrator Vincent Griffin over Library Development Live! on October 2, 2020. Working jointly with Youth Services, mail outs to public and school libraries to include 2020 Gems and 2020-2021 Teen Book Award posters are in process. Lastly, title selections for 2021 Gems have commenced.

**If All Arkansas Read the Same Book**

Title selection is in process for the 2021 *If All Arkansas Read the Same Book* project.

**Other Projects**

The Center is working on a poetry program to take place in February, 2021; with more information to be announced about that soon.

The Center is in the process of mailing copies of Candacy Taylor's *The Overground Railroad: The Green Book and the Roots of Black Travel in America* (Abrams, 2020) as well as the children's title, *Ruth and the Green Book* by Calvin Alexander Ramsey and Gwen Strauss and illustrated by Floyd Cooper (Carolrhoda Books, 2010) to all public library branches in Arkansas. This mailing is in support of the Mosaic Templars Cultural Center's installation of the Smithsonian Institution Traveling Exhibition, *The Negro Motorist*

*Green Book* curated by Candacy Taylor. The exhibition is scheduled to be on view at the MTCC from May 8, 2021 through August 1, 2021.

**National Committee Work**

Effective September 1, 2020, ALA ALCTS (Association for Library Collections & Technical Services and inclusive of the Preservation and Reformatting Section) has dissolved to become a part of ALA Core, along with LITA and LLAMA. As Core determines its "leadership, infrastructure, and futures"; the Preservation Standards & Practices Committee will continue with most of its 2019-2020 roster and directives through June 30, 2021. Karen O'Connell will co-chair with Andrew Hart, who is the MacDonald Director of Preservation at University of Pennsylvania Libraries.

Site Visits/Meetings/Training:

August 6 Arkansas Library Association Awards Committee Meeting
via Zoom to review nominations

August 25 Arkansas Center for the Book Interview with Kate Jerome
via Zoom, with Jennifer Chilcoat and Ruth Hyatt; and as part of a Library of Congress Congressional Reading Project and Congressman French Hill's selection of *Lucky to Live in Arkansas* by the author

August 26 Library of Congress Center for the Book Affiliates Meeting
via Zoom

September 8 Roadmap to Reading demonstration and training
via Big Marker and led by Decibel Management, the vendor selected by the Library of Congress to manage the virtual National Book Festival platform

September 8 Preservation Standards & Practices Committee meeting
via Zoom, to discuss status of the Pres Stats Survey and the transition to ALA Core

September 22 Margaret Verble ArLA Interview
via Zoom; participated in an interview led by Judy Calhoun with the author on her novels, *Maud's Line* (Houghton Mifflin Harcourt, 2015) and *Cherokee America* (Houghton Mifflin Harcourt, 2019)

September 25 – 27 Virtual National Book Festival
via Big Marker; opened and monitored the Arkansas Roadmap to Reading "booth" each day

October 5 Youth Services Committee and Room Wrangler Training
via Zoom

October 7 LD Staff – Final Meeting before Story Time Emporium
via Zoom on final logistics and troubleshooting strategies

October 8 Story Time Emporium
via Zoom

October 15 – 16 Arkansas Library Association Virtual Conference
via Amigos Library Services

October 28 Library of Congress Center for the Book Affiliates Meeting
via Zoom

October 29 IAARTSB 2021 – ASL Committee Meeting
via Zoom

Upcoming Events:

November 14 Arkansas Literacy Association Conference

**Manager of E-Rate Services – Amber Gregory**

On-Going Projects:

**E-Rate Update**

- All Funding Year 2020 (July 1, 2020 – June 30, 2021) Arkansas library E-Rate applications have been funded. The final amount committed was $964,217.
- The administrative window opened October 19, 2020. During this time applicants should make changes to their entity profiles in the E-Rate Productivity Center (EPC).
- USAC virtual fall training is scheduled for November 4, 5, and 6. Due to the shift to virtual training, USAC will offer webinars throughout the calendar year related to the application process.
- Virtual training led by ASL is being planned for late fall/early winter 2020. Details will be publicized when dates are announced.
- No firm dates have been set for the FY 2021 application filing window. It is expected to follow the January – March timeframe of past filing windows.

**You Can Do I.T.**

You Can Do I.T.! Arkansas is a series of virtual technology training sessions presented by Carson Block, a leader in library technology. The content is designed for rural and small library staff, but libraries with varying levels of technology expertise will benefit from the training. The goal of the training is to give librarians and those in charge of library tech the tools to understand the library network and take advantage of E-Rate Category 2 funding.

Four sessions are scheduled for this fall, and the first session was held October 20-22. Feedback from the first session has been very positive. There is still space available for Session #3, November 17-19 and Session #4, December 1-3.

**Virtual E-Rate Meetings with Arkansas Public Libraries**

Between July 30 and October 28, 2020, 22 virtual E-Rate consultations were held with 17 Arkansas public libraries. Assistance was given with E-Rate Forms 472, 486, 498 and post-commitment requests.

Ashley County Library
Boone County Library
Bradley County Library
Clark County Library
Crittenden County Library
Crossett Public Library
Dallas County Library
Desha County Library
Forrest City Public Library
Iva Jane Peek Public Library
Lonoke County Library
Pope County Library
Public Library of Pine Bluff/Jefferson County
Rogers Public Library
Sevier County Library
Star City Branch Library
White County Regional Library

Conference Calls/Virtual Meetings/Webinars:

August 3 FCC Workshop Examining the Role of Libraries on Broadband Adoption

The Federal Communications Commission (FCC) convened a discussion with libraries and other community anchor institutions on methods to support digital inclusion and broadband adoption among underserved communities.

Aug 3 - Oct 26 Schools, Health & Libraries Broadband Coalition (SHLB) member calls

The Arkansas State library is a member of the SHLB organization, and Zoom meetings are held every other Monday to update the membership on broadband issues. I attended 7 membership calls and 3 E-Rate working group calls to discuss broadband legislation and issues relating to the E-rate program.

August 18 State Library Technology Directors monthly Zoom meeting
The state library technology directors hold a monthly meeting to discuss and share ideas relating to how state libraries support technology and broadband for public libraries.

Aug 26, Sept 17, Oct 19 E-Rate Task Force (ERTF) monthly Zoom meetings
The August meeting agenda included broadband and legislative updates, and ALA's FCC filings. September's discussion focused on pending broadband legislation and FCC actions. The October Zoom featured Chris Jowasias and Bree Norlander of the University of Washington who discussed a data project they are leading centered on library E-Rate participation.

August 28 SHLB Webinar: Wireless Options for Anchor Institutions
This webinar discussed the differences between TV White Space, Educations Broadband Service (EBS), 5 G, and other spectrum options for anchor institutions.

September 11 SHLB Webinar: How Does E-Rate Handle Remote Learning?
This webinar explored community and educational needs for connectivity to support remote learning during the pandemic and the possibilities that exist in the E-Rate program for filling these needs.

Sept 15, Oct 13 E-Rate calls with Universal Service Administrative Company (USAC)
I led two E-Rate calls with state E-Rate coordinators, representatives from ALA's Washington Office, and USAC. The calls addressed USAC fall applicant training plans, transition of services, deadline extensions, gift rule waiver, and applicant documentation to comply with the 2019 FCC Supply Chain Order.

Sept 28 – Oct 2 Association for Rural and Small Libraries (ARSL) online conference
I attended online sessions during the virtual ARSL conference on citizen science in libraries, tech in rural and small libraries, and library ethics.

September 29 USAC Board of Directors call
I participated in a call that consisted primarily of an executive session discussion.

October 2, 2020 SHLB Webinar: Predicting the Future of the FCC's RHC Program
The Rural Health Care Program assists with much needed connectivity for rural healthcare providers, but the program faces challenges. This session explored the RHC landscape and possible program improvements.

October 8 Story Time Emporium
I provided technical assistance to the Coordinator of Youth Services for the event focused on youth literacy programming.

October 26 & 27 USAC Board of Directors meeting
The 4th quarter USAC Board of Directors meeting was held in a virtual format due to COVID-19. The first day meetings were held in open session and the second day addressed matters in executive session. As of right now, the January USAC Board meeting will be virtual.

Upcoming Events:

| | |
|---|---|
| November 4, 5, 6 | You Can Do I.T.! Session #2 |
| November 17, 18, 19 | You Can Do I.T.! Session #3 |
| December 1, 2, 3 | You Can Do I.T.! Session #4 |

## Coordinator of Youth Services – Ruth Hyatt

Ongoing projects

**Summer Reading 2021**
The 2021 program manual will be sent to public libraries via flash drive; public libraries can request a printed copy or an online access code. A brainstorming session will be held on Thursday, December 3rd. Registration is available online at: https://events-na5.adobeconnect.com/content/connect/c1/962871830/en/events/catalog.html

**Collaborative Summer Library Program**
The catalog for CSLP products for Summer Reading 2021 is now available; items can be purchased directly from the CSLP website. www.CSLPreads.org The Arkansas State Library **will not be purchasing the traditional paper materials** for libraries, such as reading logs, stickers, posters and certificates.

**READsquared**
The online reading program platform, READsquared was a last minute addition to Summer Reading 2020 as public libraries adapted their summer programs to social distancing required by the global pandemic. Each administrative entity was provided an account for their library/system/region by funds from the CARES Act. All patrons of the system could log in and participate in Summer Reading. The biggest challenges were connectivity in certain areas of Arkansas and the inability of branches to create unique elements such as missions, badges, and unique prizes. This year, the Arkansas State Library has reallocated IMLS funds for Summer Reading to provide unique accounts in READsquared for each public library branch. There will still be challenges with connectivity but we are hopeful that by summer 2021, patrons without internet access in their homes will be able to use library computers/wifi and their mobile devices to participate in Summer Reading and more reading programs with READsquared. READsquared also provides online templates for programs such as 1000 Books Before Kindergarten and will allow libraries to run Fall/Winter and Spring reading programs as well.

READquared is providing trainings that are open to all Arkansas public libraries. The trainings will have taken place prior to the November board meeting but recordings will be available. Contact Ruth Hyatt for access. ruth.hyatt@arkansas.gov

**Programmers Zoom**
We are continuing the weekly programmer zooms every Thursday at 3:30pm. Most of the discussion focuses on programming for youth but all are welcome. Local presenters often practice their upcoming conference sessions with our programmers. To be added to the zoom list, please contact Ruth Hyatt. ruth.hyatt@arkansas.gov

**Arkansas Teen Book Award**
Voting for the 2019-2020 cycle has been extended through October 31st. The winners will be announced in early November. Posters for the 2020-2021 cycle have been created and printed and are being mailed out to every public library, middle school, and high school in Arkansas. All public libraries and as many school libraries as possible will also receive a set of bookmarks. Thank you to Danny Koonce of the Arkansas State Library for his work on designing the poster and bookmarks.

**YALSA Cohort: Transforming Teen Services**
The cohort continues to meet twice a month. Partners have been given an extension through 2022 to complete their 30 hours of training. Coordinator of Youth Services, Ruth Hyatt and Marion County Library Director, Dana Scott are offering a four week online course in Transforming Teen Services. This

course will be repeated in the spring and next fall. Each weekly session will include a zoom meeting for discussion and instruction and participants will be assigned approximately 1 hour of homework to complete between sessions. The fall 2020 course runs will be held on Monday mornings, October 26 through November 16. We have nineteen registered. Twelve of the nineteen attended the first weekly session. The sessions are recorded and the link distributed after the session. If participants attend the weekly sessions, or view the recordings and complete the weekly homework and submit the weekly evaluation forms, they will be sent a certificate of completion and some additional materials from ALA for YA library staff.

**Story Time Emporium**
The Story Time Emporium was planned as a face-to-face training with several breakout sessions scheduled. Transitioning to a virtual event allowed us to practice and prepare for the Youth Services Workshop in the spring. Registration for the Story Time Emporium was one hundred and fourteen! Participants were a mix of public library staff and school librarians/media specialists. Eighteen unique sessions were presented. I would like to offer a special thank you to each of our presenters and to the Youth Services committee members who often also did double duty as Zoom Room Wranglers! And of course, it would all have been impossible if not for our whole Library Development Department, who handled a first hour crisis with speed and grace and then kept the rest of the day moving smoothly. Thank you to…

- **Katie Allen, Tiffany Hough and Brittany Chavez** (Garland County Library), Presenters: ALSC: Trends, Tips and the Food We Missed
- **Amber Duncan** (White County Regional Library)—Zoom Room Wrangler every single hour of the day!!
- **Sara Martin** (Saline County Library)- Presenter VIP: Early Elementary Picture Book Biography Program
- **Ashdon Wilson** (Pea Ridge Public Library)-Presenter BookTok
- **Shannan Hicks** (William F. Laman Library) –Presenter: Story Time Facts and Room Wrangler
- **Amanda Garrison** (joining us from Seattle) Presenter: Let's Talk About Puppets
- **Simone Kirk** (Star City Branch Library, SEARLS) Presenter: Be Smart-Make Process Art
- **Allie Stevens** (Calhoun County Library) Presenter: A Special Grant Opportunity and Storytime is for Everyone:How to Include LGBTQ+ Picture books in Story Time and Zoom Room Wrangler
- **Allison Harrison** (Alma Public Library) Panel: Traditional Story Time in Non-Traditional Times
- **Sandy Doss** (Warren Branch Library) Panel: Traditional Story Time in Non-Traditional Times
- **Robin Benham** (Fort Smith Library) Panel: Traditional Story Time in Non-Traditional Times
- **Tiffany DeVries** (Miller Branch, Fort Smith Library system) Panel: Traditional Story Time in Non-Traditional Times
- **Kirsten Seidel** (Lonoke County Library) Presenter: Teens Love Read Alouds Too!
- **Marilyn Willis** (Willifam F. Laman Library) Presenter: Shake It! Fantastic Finger plays
- **Janine Miller** (Saline County Library) Presenter: Recycled Children: Adult Story Time and Zoom Room Wrangler
- **Caitlyn Spaulding** (Springdale Public Library) Presenter: Terrific Toddlers
- **Jennifer Wann** (Arkansas State Library, Manager of Library Development) Zoom Room Host
- **Amber Gregory** (Arkansas State Library, Library Development, Coordinator for E-rate) Zoom Room Host
- **Karen O'Connell** (Arkansas State Library, Library Development, Coordinator for the Center for the Book) Zoom Room Host
- **Lora Sandoval** (Arkansas State Library, Library Development administrative assistant) emergency emails and troubleshooter

Site Visits / Meetings / Training:

August 15 — Simon Award committee meeting
Diamond Award committee meeting
General business meetings to introduce new members and discuss the updated guidelines

August 18 — CSLP Listening Session #1
Four listening sessions were set up for public librarians nationwide to discuss the upcoming themes and slogans for Summer Reading. The meetings were also used for general announcements from CSLP about product and shipping expectations.

August 20 — LBGTQ & U Part 2
Allie Stevens (Calhoun County Library) presented the second of her two part workshop on how to make public libraries safe and inclusive places for Lesbian, Gay, Bisexual, Transgender and Queer patrons.

CSLP Listening Session #2: a second session to hear the input on themes and slogans directly from front line public library staff nationwide.

Programmer Zoom #22: We are continuing the weekly programmer zooms for general discussion, brainstorming and trainings.

August 21 — Library Development Live
A short Facebook Live event introducing the Library Development Team to Arkansas.

August 25 — CSLP Listening Session #3
Four listening sessions were set up for public librarians nationwide to discuss the upcoming themes and slogans for Summer Reading. The meetings were also used for general announcements from CSLP about product and shipping expectations

August 27 — CSLP Listening Session #4
The final listening session for themes and slogans for upcoming years of Summer Reading. The state reps will cast the official votes for their states at the annual conference.

Programmer Zoom # 23
Karen Benson was to present her session on STEAM programs but there was a severe storm rolling through Arkansas and we decided to reschedule.

September 3 — Programmer Zoom #24
Simone Kirk of the Star City Library (Southeast Arkansas Regional Library Systems) Practiced her session on Mindfulness programs that she would present at the Association of Rural and Small Libraries later in the month.

September 8 — School Library Journal webinar: Fall Titles
T3 cohort Zoom: the monthly training for cohort partners to help us develop our own trainings for our states.

September 9 — Graphic Novel webinar—several publishers presented on new graphic novels for 2020

The graphic novel format is within the guidelines for selection for all three of the Arkansas Choice awards (The Charlie May Simon Award, The Arkansas Diamond Award and the Arkansas Teen Book Award).

September 10 Youth Services Committee meeting
We met to discuss final plans for the StoryTime Emporium scheduled for October 8th. Committee members confirmed their plans for sessions and we discussed several possible additions.

Programmer Zoom # 25
Karen Benson (Gravette Public Library) practiced her session on STEAM programs that she would present later that week at the ARSL virtual conference.

September 12 The Charlie May Simon Award committee meeting
Committee members met via zoom to discuss the consideration list of titles. Several titles were eliminated by vote or due to the fact that the author does not live in the United States. Input from our Readers is helping to direct committee member attention to books that might not otherwise get their attention on a list that is over 100 titles long. Thank you to everyone who is volunteering their time as a Reader.

September 16 Collaborative Summer Library Program (CSLP) annual meeting
Held virtually via zoom, the annual meeting was a tightly compacted 3 hours instead of one full day and two ½ days. The day consisted of business reports and voting instructions for the state representatives. We were given a link and 3 days to submit our votes for our states.

September 17 Programmer Zoom #26
Katie Walton provided a training session on the Traveler Databases! Thank you Katie!

September 21 Charlie May Simon logistics meeting with Cassandra Barnett of the Arkansas Department of Education and Jeff Whittingham, the current Committee Chair. We discussed the need to review the updated procedures with the committee.

September 22 Author interview zoom recording
Judy Calhoun asked several librarians in Arkansas to join her for the interview with author Margaret Verble. The interview was for the lunch keynote event for the Association of Rural and Small Libraries virtual conference.

September 24 Programmer Zoom #27
General discussion of programs and library issues

September 28 T3 Arkansas 4 week course prep meeting with Dana Scott.
Dana Scott, director of the Marion County Library is my partner for Arkansas's participation in the T3 (Train The Trainer) Cohort. We attended training in Memphis in October of 2019. We are committed to providing 30 hours of training on Computation Thinking and Connected Learning in Teen Services and programs over the span of two years. Due to the adaptations required by Covid-19 social distancing requirements, YALSA (Young Adult Library Services Association) is giving us an extension until November of 2022. Dana and I began meeting weekly to develop and fine tune a four week course for Arkansas Public Library staff working with teens. The course will consist of 4 zoom meetings and 4 sets of prep or homework. Our first hour of training took the form of an introductory webinar offered in January of 2020.

September 28-October 2 The Association of Rural and Small Libraries virtual conference.
I was able to attend at least one session per day. The platform was a little clunky but the presentations were well presented. I especially enjoyed the sessions provided by our Arkansas public library staff members.

October 1 Programmer Zoom 28
April Griffith of the Carnegie Public Library in Eureka Springs let us have a sneak peak at her presentation: Small Libraries Will Save the World! Implementing Sustainability at the Library. The presentation was developed for the Association of Rural and Small Libraries virtual conference and April would present it for ARSL the next morning.

October 3 The Arkansas Diamond Award committee meeting
The committee met via zoom to discuss and eliminate titles from the consideration list for the 2021-2022 award cycle. Several titles were cut from the list thanks to Reader input and committee vote. The committee will continue to meet monthly through February to finalize the list of nominees.

October 5 T3 Arkansas course prep with Dana Scott
Finalizing course work.

Youth Services Meeting
The Youth Services committee, Story Time Emporium presenters, Room Wranglers and Library Development staff met to run through the schedule and zoom room functions for the virtual workshop.

October 7 Arkansas Teen Book Award committee meeting
The final list of nominees for the 2020-2021 award cycle was compiled by Reader vote. Readers have been working their way through the consideration list for nominees since February of 2020. The final culling of the list was delayed by COVID-19 and the committee gave our Readers an extra eight weeks to read and vote. Permission to use the covers of the books on the considerations list was pursued by Ruth Hyatt and Danny Koonce prepared the poster design so that we would be prepared to immediately finalize the poster once the top five titles for each level was determined. Now the students will have until August 31st of 2021 to read and cast their votes.

October 8 The Story Time Emporium
Lessons were learned but on the whole the day was very successful. Two hundred and Twenty one evaluation forms have been collected through google forms. Each session had an average of 19 participants. Session recordings and materials are still available through an adobe connect meeting room. Please contact Ruth Hyatt for the link.
ruth.hyatt@arkansas.gov

October 10 The Charlie May Simon Award committee meeting
Committee members met via zoom to discuss the consideration list of titles.

October 13 T3 Cohort zoom
This session focused on community mapping. This is one of the topics we will cover in our four week course for Arkansas public library staff.

October 14 T3 Arkansas course prep with Dana Scott
Finalizing content and homework assignments

October 14-16 Arkansas Library Association virtual conference
I attended sessions as I could and it was helpful that they were offered over an extended schedule.

October 21 T3 Arkansas course dress rehearsal with Dana Scott
We spent this time going over how each week of the four week course would be presented. We have divided the labor so that we alternate weeks of responsibility and instructor load. The first session is scheduled for October 26.

October 22 Programmer Zoom #31
This week the focus was on virtual fundraising. Programming budgets across the state have taken a hit as libraries continue to adapt to social distancing requirements.

October 26 T3 Arkansas course week 1
Twelve of our 19 registered participants were able to attend the session live. Each of them had watched the recording of the introductory webinar on the concepts of Computational Thinking and Connected Learning. There weren't many questions about the prep work but quite a lot of lively discussion about programming challenges. We will be focusing on specifics in the next three weeks. Participants were given the homework assignment of a program self- assessment of their current programs for teens.

<u>Upcoming events:</u>

October 28 READsquared program training
October 29 Programmer zoom #32 Halloween Fun!
November 2 T3 Arkansas Week 2
November 5 READsquared training for new users
November 7 The Arkansas Diamond Award committee meeting
November 9 T3 Arkansas week 3
November 14 Arkansas Literacy Association virtual conference
November 16 T3 Arkansas week 4
November 19 Tween Trade

## Manager of Arkansas Library for the Blind – Kristina Waltermire

Since my last board report, most of the BPD staff have reported to work full time. We continue to quarantine our items for up to six days, and sanitize those items when we check books for return. This process will continue for the foreseeable future. We also purchased a 3D printer and tactile graphic maker for tactile book kits. We hope to implement those items in the next calendar year.

**CIRCULATION**

In the Federal fiscal year from October 1, 2019 through September 30, 2020, the Arkansas State Library's Library for the Blind program circulated a total of 202,736 books. Of this figure, 172,387 were by direct mail circulation, 512 were direct mail circulation of Braille books, 30,349 were patron downloads from the Braille and Audio Reading program (BARD). Patron downloads accounted for around 17.6 percent of total circulation. Circulation of books through Duplication on Demand accounted for 99 percent of all direct mail circulation.

**DUPLICATION ON DEMAND**

Duplication on Demand (DOD) is a mode of operation in which copies of requested books are created as required and the media (USB flash memory cartridges) is reused when the circulation completes. This gives patrons immediate access to the National Library Service for the Blind's entire collection of current and retrospective book titles. There are never any waiting lists for even the most popular best sellers, and the library can even put an entire series of books in order on a cartridge for a patron. New books are added to the National Library Service for the Blind's BARD database each day, and each night those are downloaded to the State Library's Library for the Blind database. I asked the National Library Service to cease shipments of single books in blue cases at the beginning of the year, and so we are now solely a DOD library.

**BARD (Braille and Audio Reading Download) READERSHIP**

There are 786 Library for the Blind readers registered with the National Library Service for the Blind (NLS) BARD program. Of those patrons, 417 actively download digital audio and braille books and magazines. For the last three months of the federal fiscal year, those patrons downloaded 7,428 BARD books and read them on 1,372 registered Apple and Android mobile devices. The free Apple App enables BARD books to be downloaded easily to an Apple iPhone, iPad, or other mobile Apple device. The free Android App enables users to download books directly to any Android device with an OS of 4.1 or higher.

**OUTSOURCING BRAILLE**

On July 1, 2018 the Library entered into a contract with the Utah State Library for the Blind in Salt Lake City Utah to provide circulation of Braille books to Arkansas patrons. ASL continues to provide limited Braille service directly from its holdings as available, but with declining circulation, only 148 Braille books circulated in the last half of the fiscal year. We have postponed all Braille shipments until the National Library Service gives us the go ahead.

**TRAVEL**

No Upcoming Travel

## Manager of Information Services – Michael Strickland

On-Going Projects:

**COVID-19**

Information Services staff continues to provide public service at the Arkansas State Library during the COVID-19 state of emergency. We operate with minimal staffing during normal hours by rotating the number of staff members working at home and working at the office. We will continue doing this for as long as necessary.

**New Senior Librarian**

I am happy to announce the addition of Jessica Kirk to our staff as our new senior librarian. Jessica comes to us from the Central Arkansas Library System where she previously served as an assistant branch manager. Jessica's new duties will include supervision of staff and working in reference, circulation and Interlibrary Loan. She begins her new position on Monday, November 2.

**Facebook/Social Media**

86 new people "liked" the Arkansas State Library, Information Services Facebook page this quarter - with the total likes now at 1,592. The ASL/IS page also gained over 110 new followers for a total of 1,834 followers.

Meetings/Training:

No upcoming travel.

## Division Manager of Collection Management – Sarah Lipsey

On-Going Projects:

**ASL Website**

There is still a persistent bug in the CMS interface that prevents authors from creating new pages, which INA says is being caused by a third-party plugin and cannot provide a timeline on when the issue will be resolved.

Due to the lengthening delays, we are opting to proceed with training the Editors for the time being. I've also identified some work-arounds to the bug which we can fall back on if needed. Worst case scenario is that I will have to create new pages for Authors and manually assign ownership.

**BrowseAloud**

I have developed a webpage with input from Manager of Acquisitions Katie Walton to provide information about the web accessibility plugin BrowseAloud, as well as an online registration form for public libraries to get access to the tool. Walton will administer the service on behalf of public libraries going forward, and serve as our main contact with the vendor. Registration for public libraries is live!

**Digital Resources Webpages**

While adding the ABC-Clio databases purchased for Traveler by the Arkansas Department of Education (ADE), I finished an audit of the State Employee digital resource pages. A significant amount of new content has been added the past quarter: multiple HeinOnline resources, both new Arkansas government subscriptions and free public policy content; the LearningExpress modules for the Traveler program, and the ABC-Clio databases purchased for Traveler by ADE.

In addition to the usual hyperlink, grammar and syntax checks, I repopulated the State Employee Resources by Subject from scratch. The subject headings have been updated, all of the entries re-indexed accordingly, and minor aesthetic changes were implemented to make the subject links easier to read and more visually distinct. I appreciate Manager of Acquisitions Katie Walton's input on the revised headings.

The Traveler subject pages will be assessed next, in conjunction with Walton, and similar adjustments made as needed.

New Projects:

**SirsiDynix Migration to SaaS**

The Arkansas State Library will be moving to a SaaS (Software as a Service) environment and upgrading the OPAC from the legacy product eLibrary to Enterprise. The Arkansas State Archives will migrate to SaaS along with us, and functionally considered a separate branch location by SirsiDynix staff.

The SaaS migration is scheduled for November 2. During the migration, our data will be transferred from our internal server to SirsiDynix's secure server facility in Atlanta. Afterwards, SirsiDynix will provide technical support and perform all backups, upgrades, patches, data monitoring, and routine server maintenance. We will no longer be liable for the long-term, ongoing costs associated with server hardware and software or any data migration fees when upgrading servers or OS.

The updated contract comes with SymphonyWeb, which is a browser-based version of the staff client Workflows. SymphonyWeb offers the full functionality of Workflows, and will be a useful tool during the pandemic for any staff authorized to work remotely. I'd ordered 15 seats prior to the pandemic, but we can add more if needed.

All of Collection Management staff will participate in conducting quality control checks on our bibliographic data after the migration. I have shared our plans and process with Manager of Information Services Michael Strickland so he can coordinate similar efforts with the patron and transaction records.

Planning and preparation to configure and implement Enterprise will happen after the SaaS migration. At that point, we will also have access to Portfolio, which is a digital asset management tool that integrates directly with Enterprise. After implementation, we will assess our various digital content management platforms. The end plan is to gauge whether Digital Services' new subscription to Preservica, either singly or in conjunction with Portfolio, serves as a viable alternative to CONTENTdm for public delivery of our digital resources.

Site Visits/Meetings/Training:

August 27 Resource Sharing Discussion
Demonstration of Mississippi Library Commission's subscription to ShareIt and its functionality as an statewide ILL service and union catalog. Presented by Tracy Carr. Participants: Division Manager of Collection Management Sarah Lipsey, Director Jennifer Chilcoat, Manager of Digital Services Danielle Butler, Manager of Acquisitions Katie Walton and Manager of Library Development Jennifer Wann.

August 28 SirsiDynix Conference Call
Vendor consultation. Participants: Tina Beecroft of SirsiDynix and Division Manager of Collection Management Sarah Lipsey.

August 31 Executive Committee Meeting, Little Rock, AR.
Discussion of various internal issues and federal fiscal year closeout. Participants: State Librarian Jennifer Chilcoat, Division Manager of Collection Management Sarah Lipsey, Administrative Services Manager Brooke Crawford and Manager of Grants and Special Projects Debbie Hall.

October 1 Preservica kickoff, Virtual Meeting.
Demonstration and discussion of Preservica implementation. Participants: Steve Crawford of Preservica, Division Manager of Collection Management Sarah Lipsey, Manager of Digital Services Danielle Butler and Senior Librarian Jennifer Razer.

October 6 SirsiDynix Conference Call.
Vendor consultation. Participants: Kirby Gill of SirsiDynix and Division Manager of Collection Management Sarah Lipsey.

October 8 SirsiDynix Demonstration, Virtual Meeting.
Vendor demonstration of Enterprise and SaaS on behalf of Arkansas State Archives. Participants: Adam Viator and Tina Beecroft of SirsiDynix; State Historian David Ware, Archival Manager Lauren Jarvis, Julienne Crawford, Stephanie Carter, and Bridget Wood of the Arkansas State Archives and Division Manager of Collection Development Sarah Lipsey.

October 19 SirsiDynix Conference Call.
Preparation for SaaS migration. Participants: Division Manager of Collection Development Sarah Lipsey and Information Systems Coordinator Ken Giesbrecht.

October 20-23 Federal Depository Library Program Virtual Conference.
Annual conference with sessions on various aspects of the FDLP. Participants: Division Manager of Collection Development Sarah Lipsey and Library Coordinator Wendy Briley.

October 27-29 SirsiDynix Summit Virtual Conference.
Annual conference with sessions covering general library issues in addition to ILS-specific offerings. Participants: Division Manager of Collection Development Sarah Lipsey.

## Digital Services Manager – Danielle Butler

Ongoing Projects

**State Documents Depository**

Staff continues to work on locating digital serials that were no longer being regularly received and updating our holdings. Contact has been made with several agencies to subscribe to mailing lists for news releases and other related documents for inclusion into the State Documents collection.

Senior Librarian, Jennifer Razer, continues to working to update liaison trainings; outlines have been completed and draft trainings are being created. We hope to offer these trainings virtually in light of the ongoing pandemic, and also offer recordings on demand on the website for reference. Trainings are being revised to correspond with current policies and procedures.

**Sherman Grinberg Films**

Danielle Butler, Digital Services Manager, continues to work to gather metadata and upload the items as received to ASL's digital collections; so far 47 videos have been cataloged and added to our access platform. Videos relate to politics, sports, industry, disasters, military, and general News. With a pertinent keyword search, videos are grouped categorically within our digital access platform.

New Projects

**Preservica Implementation**

ASL has acquired Preservica, a digital preservation platform and cloud storage service for digital content. Implementation of this service will allow for digital state documents and other digitized items from ASL collections to undergo preservation and migration that complies with industry standards for digital preservation.

**Audiovisual Digitization**

The Digital Services Section has also acquired audiovisual digitization equipment that will allow for VHS and cassette tapes from the collection to be digitized and uploaded to the digital collections. This will create wider discoverability for these items, and allow for the long term preservation of their content. Digital Services Manager, Danielle Butler, will create workflows for use of the equipment and upload of the digitized content.

**ArLA Outreach – State Documents**

Senior Librarian Jennifer Razer collaborated with other divisions of ASL to create a short video to be shown at the virtual ArLA conference in early October showcasing the upload and categorization of COVID-19 related state documents to our digital collections.

**Federal Documents Inventory and Relocation**

Federal Documents staff began inventorying Federal microfiche to compare with catalog records. Additionally, maps from the Federal Documents collection were relocated and inventoried.

Site Visits/Meetings/Training:

Sept. 15 Library of Congress Virtual Audiovisual Summit
Library of Congress hosted a one day virtual summit with audiovisual archivists on preserving and providing access to a range of audiovisual materials. Participants: Digital Services Section Manager, Danielle Butler.

August 20 Born Digital Access Working Group Digital Colloquium
Digital preservation professionals from participating libraries presented on their ongoing born digital preservation projects and working group members discussed their ongoing access practices work. Participants: Digital Services Section Manager, Danielle Butler.

## Acquisitions Manager –Katie Walton

On-Going Projects:

**Arkansas Traveler Statewide Resources**

The Request for Proposals (RFP) for the FY2021 Traveler Databases has been approved by ADE's legal team and was distributed to over 50 vendors. These include current and past vendors, resources recommended by librarians, and vendors who have recently exhibited at national library conferences. The bids are due December 1 and will be reviewed by the Traveler Advisory Committee.

Katie Walton has continued to promote the Traveler Databases to teachers and librarians across the state including presenting two breakout sessions during the Arkansas Library Association's virtual conference and hosting webinars on *Learning Express Library* and *World Book Online.*

**Arkansas Digital Library Consortium**

ADLC again increased both its collection and circulation during the last quarter. There are currently 80,949 titles in the shared collection- 64,217 eBooks, 16,004 audiobooks, and 728 magazine issues. As of October 28, there have been 270,739 checkouts during the last quarter by 23,280 users. That is an increase of 4,367 users from last quarter. This increase may be due to the addition of students using the Sora app to access ADLC's content.

The State Library used excess Federal funds to purchase an additional $14,176.99 in OverDrive content credit. Selection Committee members were thrilled to receive these extra funds and made additional purchases for the shared collection. New Selection Committee members will be voted on in the coming months with the new Committee starting in January.

In September 2019, the State Library paid for a one year subscription to OverDrive's digital magazines. This gave member libraries a year to gather statistics and gauge whether it was worth it to pick up the cost on their own. There have been over 24,000 magazine checkouts since ADLC first began offering them. ADLC member libraries voted to continue the digital magazine subscriptions through September 2021 and distributed the cost among themselves. Since OverDrive recently purchased the digital magazine company, Zinio, they have hinted that they will have a new magazine subscription model and title offerings in the future, so ADLC members decided to reduce the number of current subscription titles to 45 in order to have the flexibility to add more later.

New Projects:

**Arkansas Association of Instructional Media (AAIM) Board of Directors**

Acquisitions Manager Katie Walton is now serving as the Commercial Representative for the AAIM Board. Responsibilities include acting as a liaison to commercial members, serving on the long-range planning committee, and assisting the Exhibit Chair during the Annual Conference.

**BrowseAloud**

After months of planning, Browsealoud is again being promoted to all public libraries in the state. Division Manager Sarah Lipsey created a Wufoo form to streamline the registration process, a new page on the ASL website, an image for the website banner, and an entry for the News Section. Acquisitions Manager Katie Walton sent an email to all Library Directors in Arkansas introducing them to

Browsealoud's accessibility features and explaining how to register their libraries. Katie will facilitate this service moving forward.

**ProQuest One Literature**

The Traveler ProQuest Central subscription includes *Literature Online* (LION), but the State Library was able to purchase the enhanced version of this resource, ProQuest's *One Literature,* with some excess federal funds. *One Literature* includes everything in LION plus 150,000+ additional primary sources, 20,000 eBooks, and expanded resources on modern and diverse authors. This is a great resource for upper primary grades and college students doing any sort of literary criticism or report on an author or literary movement.

**ABC-Clio Databases**

The Arkansas Department of Education purchased a subscription to School Library Connection and 12 Social Studies databases from ABC-Clio beginning November 2. Some of these titles include American Government, American History, The African American Experience, Pop Culture, World History, and Geography. While these resources are tailored towards K-12 audiences, they are available to everyone in the state through the Traveler Portal. ADE's Cassandra Barnett is organizing training opportunities and Acquisitions Manager Katie Walton will share those with the Public Library community.

<u>Site Visits/Meetings/Training:</u>

August 6 ProQuest One Literature Webinar
Acquisitions Manager Katie Walton attended a webinar presented by ProQuest's Christie Freyre.

August 12 Arkansas Digital Library Consortium Meeting
Acquisitions Manager Katie Walton hosted a Zoom meeting with ADLC members to discuss continuing the digital magazine subscriptions.

August 13 LearningExpress Library Webinar
Acquisitions Manager Katie Walton hosted an online training for Academic Library staff on Learning Express Library. EBSCO's Jimmie King led the training.

August 20 ABC-Clio Databases Meeting
Discussed adding ABC-Clio databases to the Traveler Collection. Participants: Rick Lumsden from ABC-Clio, Cassandra Barnett from ADE, and Acquisitions Manager Katie Walton.

August 26 OverDrive Conference Call
Scheduled vendor consultation. Participants: Andy Bucher, Kristin Milks, and Emily Hamilton of OverDrive and Acquisitions Manager Katie Walton.

August 27 Resource Sharing Discussion
ASL staff met with Mississippi Library Commission's Tracy Carr to discuss Mississippi's Virtual Union Catalog and ILL support. Participants: Division Manager Sarah Lipsey, Digital Services Manager Danielle Butler, and Acquisitions Manager Katie Walton.

September 14 ArLA Speaker Orientation with Amigos
Acquisitions Manager Katie Walton attended a training with Jodie Borgerding from Amigos on their presentation platform Big Blue Button.

September 17 SPR Training

Manager of Grants and Special Projects Debbie Hall led a training on IMLS's State Program Report. Participants: Digital Services Manager Danielle Butler, and Acquisitions Manager Katie Walton.

September 17 Presented at Public Library Programmers Meeting.
Acquisitions Manager Katie Walton promoted the Traveler Digital Resources to programmers during their weekly Zoom meeting.

September 18 Springshare Vendor Call
Acquisitions Manager Katie Walton discussed the Traveler RFP with Springshare's Mazen Khoury.

September 23 OverDrive Conference Call
Scheduled vendor consultation. Participants: Andy Bucher, Kristin Milks, and Emily Hamilton of OverDrive and Acquisitions Manager Katie Walton.

September 23 ProQuest Vendor Call
Acquisitions Manager Katie Walton discussed the Traveler RFP with ProQuest's Cynthia Lett.

September 28-October 2 Information Services Interviews
Acquisitions Manager Katie Walton served on the interview panel for the Librarian Position in Information Services. Five qualified candidates were interviewed.

September 29 World Book Vendor Call
Acquisitions Manager Katie Walton discussed an upcoming training opportunity with World Book's Megan Crowley.

October 10 Arkansas Association of Instructional Media Board Meeting
Acquisitions Manager Katie Walton attended the AAIM Board Meeting as the newly appointed Commercial Representative.

October 15-16 Arkansas Library Association Annual Conference
Acquisitions staff virtually attended the annual ArLA conference. Participants: Acquisitions Manager Katie Walton, Senior Librarian Elizabeth Clements, and Librarians Reba Driver and Lanette Madison.

October 15 ArLA Presentation
Acquisitions Manager Katie Walton presented a training on LearningExpress Library during an ArLA breakout session.

October 16 ArLA Presentation
Acquisitions Manager Katie Walton presented a training on the Traveler Statewide Digital Resource program during an ArLA breakout session.

October 22 World Book Training
Acquisitions Manager Katie Walton hosted a webinar on remote learning resources from World Book. World Book's Megan Crowley led the training.

October 26 Gateway Meeting
Participants: Crystal Gates and Richard Theilig from Laman Library, State Librarian Jennifer Chilcoat, Manager of Library Development Jennifer Wann, and Manager of Acquisitions Katie Walton.

October 27 ABC-Clio Vendor Call
Acquisitions Manager Katie Walton discussed the upcoming addition of ABC-Clio to the Traveler Databases with Rick Lumsden from ABC-Clio.

October 28 OverDrive Conference Call

Scheduled vendor consultation. Participants: Andy Bucher, Kristin Milks, and Emily Hamilton of OverDrive and Acquisitions Manager Katie Walton.

October 29 If All Arkansas Read the Same Book Selection Meeting

Acquisitions Manager Katie Walton attended a meeting with Library Development staff to discuss potential titles for the 2021 IAARTSB selection.

**From:** Carolyn Ashcraft <carolynashcraft56@gmail.com>
**Sent:** Thursday, November 5, 2020 1:26 PM
**Subject:** Re: Arkansas State Library Deputy Director

Congratulations, Jennifer, to you and the board on the selection of the Deputy Director!! From what I know of Kristen she will be a wonderful addition to the ASL team. I have faith that her skills and experience will be an asset as you work together to fulfill the mission of the ASL and to assist libraries across our state.

I miss you all — but know you are in good hands!!

Retirement is great! There is an empty chair next to mine on the deck. Anytime you are passing thru Sheridan just give me a call/text/email and come by for a visit! Best wishes to all!

Carolyn

Sent from my iPhone

> On Nov 5, 2020, at 1:12 PM, Jennifer Chilcoat <jennifer.chilcoat@arkansas.gov> wrote:
>
> Dear Library Directors,
>
> I am very pleased to announce that the Arkansas State Library has a new Deputy Director, who will take on her new duties beginning December 14.
>
> Kristen Cooke is currently the Library Director and Academic Commons Director at the U of A Community College in Morrilton. Before that, she was Student Engagement Librarian at UALR. And before that, I had the pleasure of working with her at the Central Arkansas Library System, where she served in various capacities, including the system's Head of Adult Programming, Public Relations, and Assistant Branch Manager of the Clinton Children's Library and Learning Center. Kristen's references and I both value the same traits in her: she is smart, tactful, fun, and has a great knack for planning an effective path from the status quo to the envisioned future.
>
> I know that Kristen's experience, sense of humor, and desire to serve Arkansas libraries, employees, and residents will quickly make her an appreciated and integral part of our staff. I know you will all make her feel welcome, and I can't wait for her to join us.
>
> ***Jennifer Chilcoat***
> *Director, Arkansas State Library*
> *900 W. Capitol Avenue, Ste. 100*
> *Little Rock, AR 72201-3108*
>
> *www.library.arkansas.gov*
> *Phone: (501)682-2848*
> *Fax: (501)682-1531*
>
> <CookeKristen_HS.png>

-----Original Message-----
From: Kristen Cruise <kristencruise@gmail.com>
Sent: Thursday, October 29, 2020 11:59 AM
To: Jennifer Chilcoat <jennifer.chilcoat@arkansas.gov>
Subject: Start Date

Jennifer,

I would like to request a start date of December 14, 2020 so that I can successfully resolve projects with the Higher Learning Commission and help with the recruitment and hire of a replacement for my position.

In the meantime, I would love to go ahead and get to work reading, attending the virtual conference, and preparing in any way you see fit.

I'm excited to join the team!

Kristen Cooke

# Arkansas State Library

900 West Capitol Avenue, Suite 100, Little Rock, Arkansas 72201-3108
(501) 682-1527


**DATE:** November 2, 2020

**TO:** **Arkansas Public Library Directors**

**FROM:** Karen O'Connell, Coordinator of the AR Center for the Book

**FROM:** Christina Shutt, Director, Mosaic Templars Cultural Center

**SUBJECT:** *The Negro Motorist Green Book* Exhibition

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*The Negro Motorist Green Book,* a Smithsonian Institution Traveling Exhibition curated by Candacy Taylor, is scheduled to appear at the Mosaic Templars Cultural Center in Little Rock, Arkansas from May 8, 2021 through August 1, 2021. The exhibition as well as her recent book, *The Overground Railroad: The Green Book and the Roots of Black Travel in America* (Abrams, 2020) are the result of several years of research and travel.

Created by Victor H. Green, *The Negro Motorist Green Book*, was a series of essential guidebooks for African American travelers during the height of legalized racial segregation. The books included a wide range of listings from hotels and restaurants to beauty shops and automotive service stations. Today, *The Negro Motorist Green Book* remains one of the primary ways to historically document African American-owned businesses, many of which no longer exist. In coordination with the Smithsonian Institution Traveling Exhibition Service, Mosaic Templars Cultural Center will feature a variety of free virtual and in-person programming including the development of a passport booklet designed for patrons to create their own family road trip memories through exploration of Arkansas *Green Book* sites.

In support of the exhibition, the Arkansas Center for the Book at the Arkansas State Library is pleased to enclose copies for your collection of *The Overground Railroad* as well as the children's title, *Ruth and the Green Book* by Calvin Alexander Ramsey and Gwen Strauss and illustrated by Floyd Cooper (Carolrhoda Books, 2010).

**From:** Arlisa Harris <aharris@forrestcitylibrary.org>
**Sent:** Wednesday, October 7, 2020 11:22 AM
**To:** Jennifer Chilcoat <jennifer.chilcoat@arkansas.gov>
**Subject:** FW: Community Connect: Digital Access at Home Grant Notification

Hi Jennifer,

We are excited to share this great news! We are one of twenty rural libraries selected to participate in the pilot program *Community Connect: Digital Access at Home.*

Arlisa Harris, Library Director
Forrest City Public Library
421 S. Washington St
Forrest City, AR 72335
870-633-5646
870-633-5647 fax

---

**From:** American Library Association <administrator@grantinterface.com>
**Sent:** Wednesday, September 30, 2020 3:27 PM
**To:** Arlisa Harris <aharris@forrestcitylibrary.org>

**Subject:** Community Connect: Digital Access at Home Grant Notification

Dear Arlisa:

The American Library Association (ALA) Public Programs Office and Capital One are pleased to inform you that Forrest City Public Library has been selected to participate in the pilot program *Community Connect: Digital Access at Home*.

The grant term will begin in November 2020 and will continue through November 2022.

In November you will receive, in the mail, five Verizon Wi-Fi hotspots with two-year contract and service for lending to patrons and a copy of ALA Editions' Rainy Day Ready: Programs and Tools for Developing Financial Capability. *We will notify you when they ship*.

You will also be given access to two recorded professional development and training webinars for you and library staff members to watch in preparation for implementing the program, access to curated book lists of financial capability titles in ALA's Financial Capability LibGuide, other ALA resources to support library programming needs, such as promotional materials and images, and the full suite of Ready, Set, Bank workshop materials.

Each site will be awarded a programming stipend of $2,000 stipend to cover costs associated with implementing the required workshops, such as hiring a workshop facilitator, providing refreshments, or purchasing books recommended in the LibGuide.

Finally, all partner libraries will have access to a listserv for participating library staff to ask questions, share expertise, offer advice, and engage in peer sharing and learning.

Congratulations on being selected to participate in this exciting pilot program! The American Library Association Public Programs Office and Capital One look forward to working with you.

**From:** Johnny Key (ADE) <Johnny.Key@arkansas.gov>
**Sent:** Friday, October 16, 2020 4:08 PM
**To:** Jennifer Chilcoat <jennifer.chilcoat@arkansas.gov>
**Subject:** Thank you

Jennifer,

Thank you for the mask from the ALA Conference and for the Boss's Day card and gift. I love that ASL is part of the ADE team, and you are leading well!

Have a great weekend,
JK

Johnny Key, Secretary
Arkansas Department of Education
4 Capitol Mall
Little Rock, AR 72201

**From:** Powell, Sloan <powells@conwayschools.net>
**Sent:** Thursday, October 15, 2020 9:01 AM
**To:** Jennifer Chilcoat <jennifer.chilcoat@arkansas.gov>
**Subject:** Arkansas Libraries Column

Dear Jennifer,

I am writing as an associate editor of *Arkansas Libraries*, the journal of the Arkansas Library Association. The journal is now published two times a year – a Spring/Summer issue and a Fall/Winter issue.

As you know, Carolyn had an "Ask the State Librarian" column in the journal that she used to highlight the many activities of the State Library and its impact on Arkansas. I hope you will continue the tradition of having a column in the journal.

I am including a link to the ARLA webpage that links to past issues if you'd like to review some of Carolyn's past columns:
https://www.arlib.org/arkansas-libraries.

This is also a link to the editorial guidelines if you have any questions about column formatting: https://www.arlib.org/Editorial-Guidelines-For.

As you consider this opportunity to address libraries across the state, you may have a different vision for this column. Know that the editorial board wants this to be your column, so if you'd like to make changes, such as the title or content, we want it to reflect our new State Librarian.

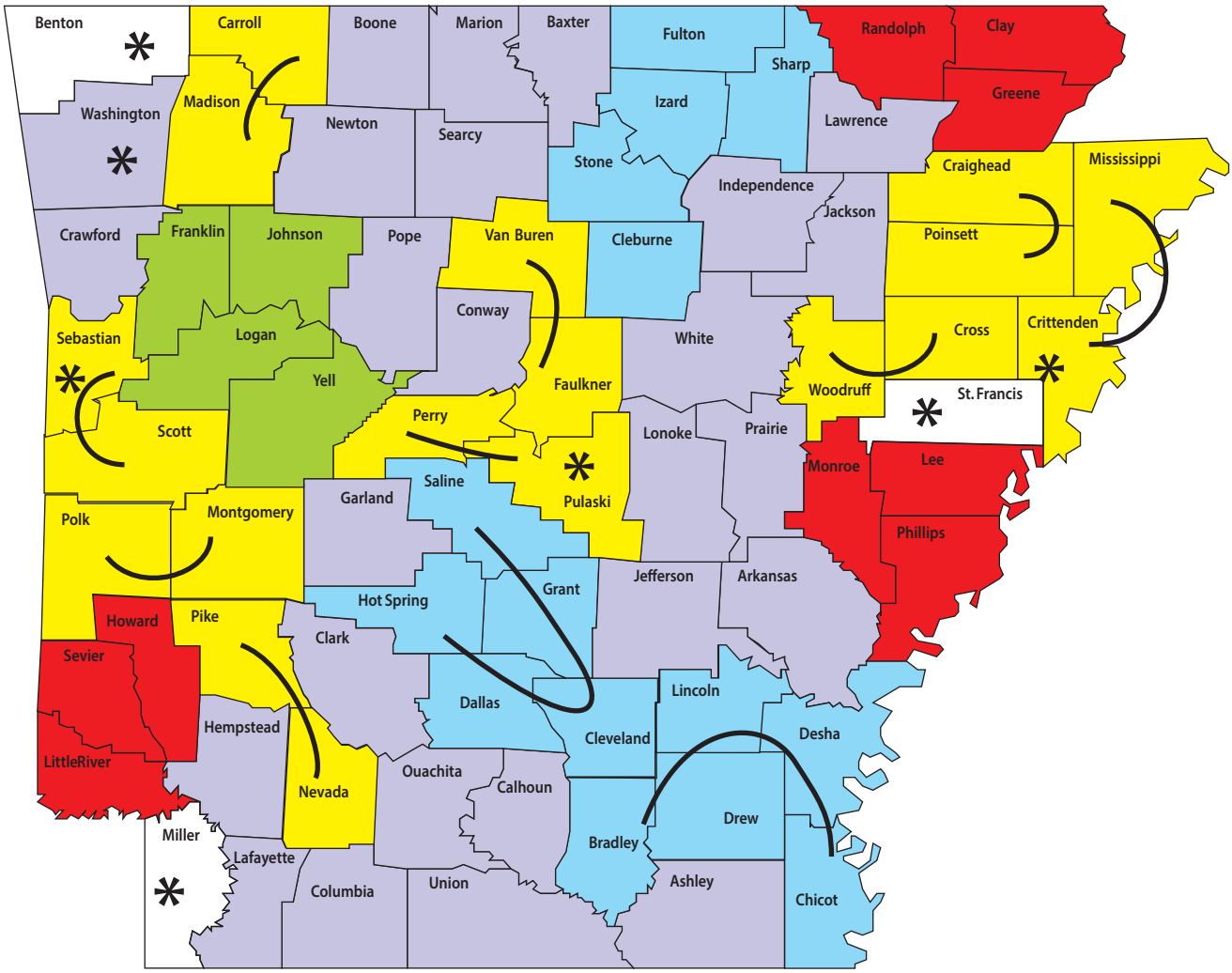
The deadline for the Fall/Winter issue is fast approaching. The webpage says it is November 1. Since November 1 falls on a Sunday this year, the deadline for columns is Monday, November 2.

Please let me know if you have any questions or concerns, or would like a sounding board for any ideas.

Best Regards,
Sloan Powell

Sloan Powell
Library Media Specialist
Simon Middle School
Conway AR

# Arkansas Public Library Systems




| | | | |
|---|---|---|---|
| 26 | One-County System | 1 | Four-County System |
| 9 | Two-County System | 3 | Five-County System |
| 3 | Three-County System | 3 | No Countywide Library Tax |

7 - ✱ Independent City Library

Arkansas State Library
LSTA Administration
July 23, 2020

Arkansas district map.ai

Public Libraries of Arkansas by Library Development Districts

| Library Name | Mailing Address | City | Zip Code |
|---|---|---|---|
| **LDD I** | | | |
| Arkansas River Valley Regional Library | 501 North Front Street | Dardanelle | 72834-3507 |
| Donald W. Reynolds Library | 300 Library Hill | Mountain Home | 72653 |
| Bella Vista Public Library | 11 Dickens Place | Bella Vista | 72714-4603 |
| Bentonville Public Library | 125 West Central | Bentonville | 72712-5298 |
| Boone County Library | 221 West Stephenson Avenue | Harrison | 72601-4225 |
| Carroll & Madison Library System | 106 Spring Street | Berryville | 72616-3846 |
| Crawford County Library | 1409 Main Street | Van Buren | 72956-4503 |
| Fayetteville Public Library | 401 West Mountain Street | Fayetteville | 72701-5819 |
| Fort Smith Public Library | 3201 Rogers Avenue | Fort Smith | 72903-2953 |
| Gentry Public Library | 105 East Main Street | Gentry | 72734-0803 |
| Gravette Public Library | 119 Main Street NE | Gravette | 72736-9363 |
| Iva Jane Peek Public Library | P. O. Box 247 | Decatur | 72722-0247 |
| Marion County Library | P. O.Box 554 | Yellville | 72687-0554 |
| Newton County Library | HCR 31, Box 8 | Jasper | 72641-9401 |
| Pea Ridge Library | P. O. Box 9 | Pea Ridge | 72751-0009 |
| Pope County Library | 116 East Third Street | Russellville | 72801-5198 |
| Rogers Public Library | 711 South Dixieland Road | Rogers | 72758-4513 |
| Scott-Sebastian Regional Library | P. O. Box 400 | Greenwood | 72936-0400 |
| Searcy County Library | 202 East Main | Marshall | 72950-9502 |
| Siloam Springs Public Library | 205 East Jefferson Street | Siloam Springs | 72761-2677 |
| Sulphur Springs Public Library | P. O. Box 275 | Sulphur Springs | 72768-0275 |
| Washington County Library System | 1080 West Clydesdale Drive | Fayetteville | 72701-8211 |
| | | | |
| **LDD II** | | | |
| Crowley Ridge Regional Library | 315 West Oak Avenue | Jonesboro | 72401-3594 |
| East Central Arkansas Regional Library | 410 East Merriman | Wynne | 72396-2947 |
| Forrest City Public Library | 421 South Washington | Forrest City | 72335-3839 |
| Independence County Library | 267 East Main Street | Batesville | 72501-5605 |
| Jackson County Library | P. O. Box 748 | Newport | 72112-0748 |
| Lawrence County Library | 115 West Walnut Street | Walnut Ridge | 72476 |
| Mississippi/Crittenden County Library | 200 North Fifth Street | Blytheville | 72315-2712 |
| Northeast Arkansas Regional Library | 120 North Twelfth Street | Paragould | 72450-4103 |
| Trumann Public Library | P. O. Box 73 | Trumann | 72472-0073 |
| West Memphis Public Library | 213 North Avalon | West Memphis | 72301-2995 |
| White River Regional Library | P. O. Box 1107 | Mountain View | 72560 |
| Woolfolk Library | 100 North Currie Street | Marion | 72364-1858 |
| | | | |

| Library Name | Mailing Address | City | Zip Code |
|---|---|---|---|
| **LDD III** | | | |
| Central Arkansas Library System | 100 Rock Street | Little Rock | 72201-1624 |
| Conway County Library | 101 West Church | Morrilton | 72110-3399 |
| Faulkner-Van Buren Regional Library | 1900 Tyler | Conway | 72032-3240 |
| Lonoke County Library | 204 East 2nd Street | Lonoke | 72086-2858 |
| Mid-Arkansas Regional Library | 202 East Third Street | Malvern | 72104-3910 |
| Prairie County Library | P. O. Box 428 | Hazen | 72064-0423 |
| Saline County Library | 1800 Smithers Drive | Benton | 72015-3108 |
| White County Library System | 113 East Pleasure Avenue | Searcy | 72143-7709 |
| William F. Laman Public Library | 2801 Orange | North Little Rock | 72114-2296 |
| | | | |
| **LDD IV** | | | |
| Barton Library | 200 East Fifth | El Dorado | 71730-3897 |
| Calhoun County Library | P. O. Box 1162 | Hampton | 71744-1162 |
| Clark County Library | 609 Caddo Street | Arkadelphia | 71923-0609 |
| Columbia County Library | 2057 North Jackson Street | Magnolia | 71753 |
| Garland County Library | 1427 Malvern Avenue | Hot Springs | 71901-6316 |
| Hempstead County Library | 500 South Elm Street | Hope | 71801-5222 |
| Lafayette County Library | 219 East 3rd Street | Lewisville | 71845-8075 |
| Montgomery County Library | P. O. Box 189 | Mount Ida | 71957-0189 |
| Ouachita Mountains Regional Library | | | |
| Polk County Library | 410 8th Street | Mena | 71953 |
| Public Library of Camden & Ouachita County | 120 Harrison Avenue | Camden | 71701-3968 |
| Southwest Arkansas Regional Library | 129 Meadow Ridge Lane | Hope | 71801 |
| Texarkana Public Library | 600 West Third Street | Texarkana, TX | 75501-5054 |
| Tri-County Regional Library System | 200 W. Stillwell | DeQueen | 71832 |
| **LDD V** | | | |
| Arkansas County Library | 2002 South Buerkle Street | Stuttgart | 72160-6508 |
| Ashley County Library | 211 East Lincoln | Hamburg | 71646-3217 |
| Crossett Public Library | 1700 Main Street | Crossett | 71635-2962 |
| DeWitt Public Library | 205 West Maxwell Street | DeWitt | 72042-1942 |
| Phillips-Lee-Monroe Regional Library | 702 Porter | Helena | 72342-3142 |
| Public Library of Pine Bluff & Jefferson County | 600 S. Main St. | Pine Bluff | 71601 |
| Southeast Arkansas Regional Library System | 114 West Jefferson | Monticello | 71655-4933 |
| | | | |

| Phone | Fax | E-Mail address | Librarian | Library Name |
|---|---|---|---|---|
| | | | | **LDD I** |
| 479-229-4418 | 479-229-2595 | arvls.director@gmail.com | Misty Hawkins | Arkansas River Valley Regional Library |
| 870-580-0987 | 870-580-0935 | kim.c@baxtercountylibrary.org | Kim Crow Sheaner | Donald W. Reynolds Library |
| 479-855-1753 | 479-855-4475 | sadams@bellavistaar.gov | Suzanne Adams | Bella Vista Public Library |
| 479-271-3192 | 479-271-9051 | Hdudley@bentonvillear.com | Hadi Dudley | Bentonville Public Library |
| 870-741-5913 | 870-741-5913 | ginger@boonecountylibrary.org | Ginger Schoenenberger | Boone County Library |
| 870-423-5300 | 870-423-7117 | glisson@camals.org | Johnice Glisson | Carroll & Madison Library System |
| 479-471-3226 | 479-471-3226 | ewhite@crawfordcountylib.org | Eva White | Crawford County Library |
| 479-856-7000 | 479-571-0222 | djohnson@faylib.org | David Johnson | Fayetteville Public Library |
| 479-783-0229 | 479-782-8571 | jgoodson@fortsmithlibrary.org | Jennifer Goodson | Fort Smith Public Library |
| 479-736-2054 | 479-736-8567 | lcrume@gentrylibrary.us | Linda Crume | Gentry Public Library |
| 479-787-6955 | 479-787-6955 | kbenson@gravettear.com | Karen Benson | Gravette Public Library |
| 479-752-7323 | 479-752-8366 | ijppublib121@yahoo.com | June Walls | Iva Jane Peek Public Library |
| 870-449-6015 | 870-449-5808 | dana.librarydirector@gmail.com | Dana Scott | Marion County Library |
| 870-446-2983 | 870-446-2983 | director@newtoncountylibrary.org | Kenya Windel | Newton County Library |
| 479-451-8442 | | pearidgecommunitylibrary@gmail.com | Alex Wright | Pea Ridge Library |
| 479-968-4368 | 479-968-3222 | ssimpson@popelibrary.org | Sherry Simpson | Pope County Library |
| 479-621-1152 | 479-621-1165 | judyc@rogersar.gov | Judy Casey | Rogers Public Library |
| 479-996-2856 | 479-996-2236 | rmyers@co.sebastian.ar.us | Rene Myers | Scott-Sebastian Regional Library |
| 870-448-2420 | 870-448-5453 | path353@yahoo.com | Pat Halsted | Jim G. Ferguson/Searcy County Library |
| 479-524-4236 | 479-524-3908 | library@siloamsprings.com | Dolores Deuel | Siloam Springs Public Library |
| 479-298-3753 | 479-298-3515 | sspringslib@yahoo.com | | Sulphur Springs Public Library |
| 479-442-6253 | 479-442-6812 | glendaa@wcls.lib.ar.us | Glenda Audrain | Washington County Library System |
| | | | | |
| | | | | **LDD II** |
| 870-935-5133 | 870-935-7987 | david@libraryinjonesboro.org | David Eckert | Crowley Ridge Regional Library |
| 870-238-3850 | 870-238-5434 | jpaul@ecarls.org | John Paul Myrick | East Central Arkansas Regional Library |
| 870-633-5646 | 870-633-5647 | fcpl@forrestcitylibrary.org | Arlisa Price Harris | Forrest City Public Library |
| 870-793-8814 | 870-793-8896 | vanessa@indcolib.com | Vanessa Adams | Independence County Library |
| 870-523-2952 | 870-523-5218 | director@jacksoncolibrary.net | Jennifer Ballard | Jackson County Library |
| 870-886-3222 | 870-886-9520 | akburris@hotmail.com | Ashley Burris | Lawrence County Library |
| 870-762-2431 | 870-762-2442 | lwalters@mclibrary.net | Lowell Walters | Mississippi/Crittenden County Library |
| 870-236-8711 | 870-236-1442 | pdpcomposing@yahoo.com | Mike Rogers | Northeast Arkansas Regional Library |
| 870-483-7744 | 870-483-6833 | teaguejanie@hotmail.com | Janie Teague | Trumann Public Library |
| 870-732-7590 | 870-732-7636 | osfrank1969@gmail.com | Rebecca Bledsoe | West Memphis Public Library |
| 870-269-4682 | | wrrlibrary@yahoo.com | Debra Sutterfield | White River Regional Library |
| 870-739-3238 | 870-739-4624 | casseywoolfolklib@gmail.com | Cassey Clayman | Woolfolk Library |
| | | | | |

| Phone | Fax | E-Mail address | Librarian | Library Name |
|---|---|---|---|---|
| | | | | **LDD III** |
| 501-918-3000 | 501-375-7451 | ncoulter@cals.org | Nate Coulter | Central Arkansas Library System |
| 501-354-5204 | 501-354-5206 | jay.carter@conwaycountylibrary.org | Jay Carter | Conway County Library |
| 501-327-7482 | 501-327-9098 | john@fcl.org | John McGraw | Faulkner-Van Buren Regional Library |
| 855-572-6657 | 501-676-0557 | dmoore@lonokecountylibrary.org | Deborah Moore | Lonoke County Library |
| 501-332-5441 | 501-332-6679 | clare.graham@arkansas.gov | Clare Graham | Mid-Arkansas Regional Library |
| 870-255-3576 | 870-255-1212 | ahighfill.prariecountylibrary@gmail.com | April Highfill | Prairie County Library |
| 501-778-4766 | 501-778-0536 | pattyh@salinecountylibrary.org | Patty Hector | Saline County Library |
| 501-279-2870 | 501-268-5682 | darla.ino@arkansas.gov | Darla Ino | White County Library System |
| 501-758-1720 | 501-753-0524 | crystal.gates@lamanlibrary.org | Crystal Gates | William F. Laman Public Library |
| | | | | |
| | | | | **LDD IV** |
| 870-863-5447 | 870-862-3944 | moconnell@bartonlibrary.org | Michael O'Connell | Barton Library |
| 870-798-4492 | 870-798-4492 | calcolib@gmail.com | Allie Stevens | Calhoun County Library |
| 870-246-2271 | 870-246-4189 | Clarkcountylibrary@gmail.com | Betsy Fisher | Clark County Library |
| 870-234-1991 | 870-234-5077 | rhonda@cocolib.org | Rhonda Rolen | Columbia County Library |
| 501-623-4161 | 501-623-5647 | gcl@gclibrary.com | Adam Webb | Garland County Library |
| 870-777-4564 | 870-777-2915 | hempcolib@gmail.com | Courtney McNiel | Hempstead County Library |
| 870-921-4757 | 870-921-4756 | lewisvillelibrary2004@yahoo.com | Rosey Byrd | Lafayette County Library |
| 870-867-3812 | 870-867-3812 | montlibrary@hotmail.com | Phyllis Davis | Montgomery County Library |
| 870-867-3812 | 870-867-3812 | omreglibrary@hotmail.com | Brenda Miner | Ouachita Mountains Regional Library |
| 479-394-2314 | 479-394-2314 | polkcountylibrary@yahoo.com | Mary Renick | Polk County Library |
| 870-836-5083 | 870-836-0163 | lrpickett@hotmail.com | Lisa Pickett | Public Library of Camden & Ouachita County |
| | | swarlib@gmail.com | Courtney McNiel | Southwest Arkansas Regional Library |
| 903-794-2149 | 903-794-2139 | jstrayhorn@txar-publib.org | Jennifer Strayhorn | Texarkana Public Library |
| 870-584-4364 | 870-642-8319 | tri-countyreglibsystem@hotmail.com | Marilyn Archer | Tri-County Regional Library System |
| | | | | **LDD V** |
| 870-673-1966 | 870-673-4295 | donovanstuttgartlibrary@gmail.com | vacant/use email contact | Arkansas County Library |
| 870-853-2078 | 870-853-2079 | ashcolib@gmail.com | Holly Gillum | Ashley County Library |
| 870-364-2230 | 870-364-2231 | david@crossett.lib.ar.us | David Anderson | Crossett Public Library |
| 870-946-1151 | 870-946-1151 | dewittpl@yahoo.com | Sarah Beth Cole | DeWitt Public Library |
| 870-338-7732 | 870-338-8855 | ral72342@yahoo.com | vacant / Linda Bennett,staff | Phillips-Lee-Monroe Regional Library |
| 870-534-4802 | 870-534-8707 | bmorgan@pineblufflibrary.org | Bobbie Morgan | Public Library of Pine Bluff & Jefferson County |
| 870-367-8584 | 870-367-5166 | director.searl@gmail.com | Judy Calhoun | Southeast Arkansas Regional Library System |
| | | | | updated August, 2020 |

# Arkansas State Library Board

**Donna McDonald***
10020 Highway 217
Charleston, AR 72933
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Home Fax:
Work Fax: (479) 229-2595
E-mail: arkansasrivervalleyregional@gmail.com
Home E-mail:
Cell Phone:
Term: 10/18/2023
Congressional District: 4

**Jo Ann Campbell****
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Home Phone: (479)782-7314
Work Phone:
Home Fax:
Work Fax:
E-mail:
Home E-mail: joann@garycampbell.com
Cell Phone:
Term: 10/18/2025
Congressional District: 3

**Jo Ann Cooper**
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Home Fax:
Work Fax:
E-mail: cooper.jo7439@gmail.com
Home E-mail:
Cell Phone:
Term: 10/18/2021
Congressional District: 2

**Deborah Knox**
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Mountain Home, AR 72653
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Work Phone: (870) 424-3400
Home Fax:
Work Fax:
E-mail: deborah62875@gmail.com
Home E-mail:
Cell Phone: 870-404-1470
Term: 10/18/2020
Congressional District: 1

**Pamela Meridith**
56 McClellan Drive, Box 3712
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Home Phone:
Work Phone: (870) 759-4137
Home Fax:
Work Fax:
E-mail: pmeridith@williamsbu.edu
Home E-mail:
Cell Phone:
Term: 10/18/2026
Congressional District: 1

**Joan O'Neal**
3 West Lawson Drive
Greenbrier, AR 72058
Home Phone: (501) 840-2071
Work Phone:
Home Fax:
Work Fax:
E-mail: Joneal5@gmail.com
Home E-mail:
Cell Phone:
Term: 10/18/2022
Congressional District: 2

**Donnette Smith**
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Work Phone:
Home Fax:
Work Fax:
E-mail: donnette172@gmail.com
Home E-mail:
Cell Phone: (870) 704-9561
Term: 10/18/2024
Congressional District: 3

* Chairman 11/2019 - 11/2020
**Vice Chairman 11/2019 –11/2020

Rev January 31, 2020

# Map of Arkansas Congressional Districts

## 2020

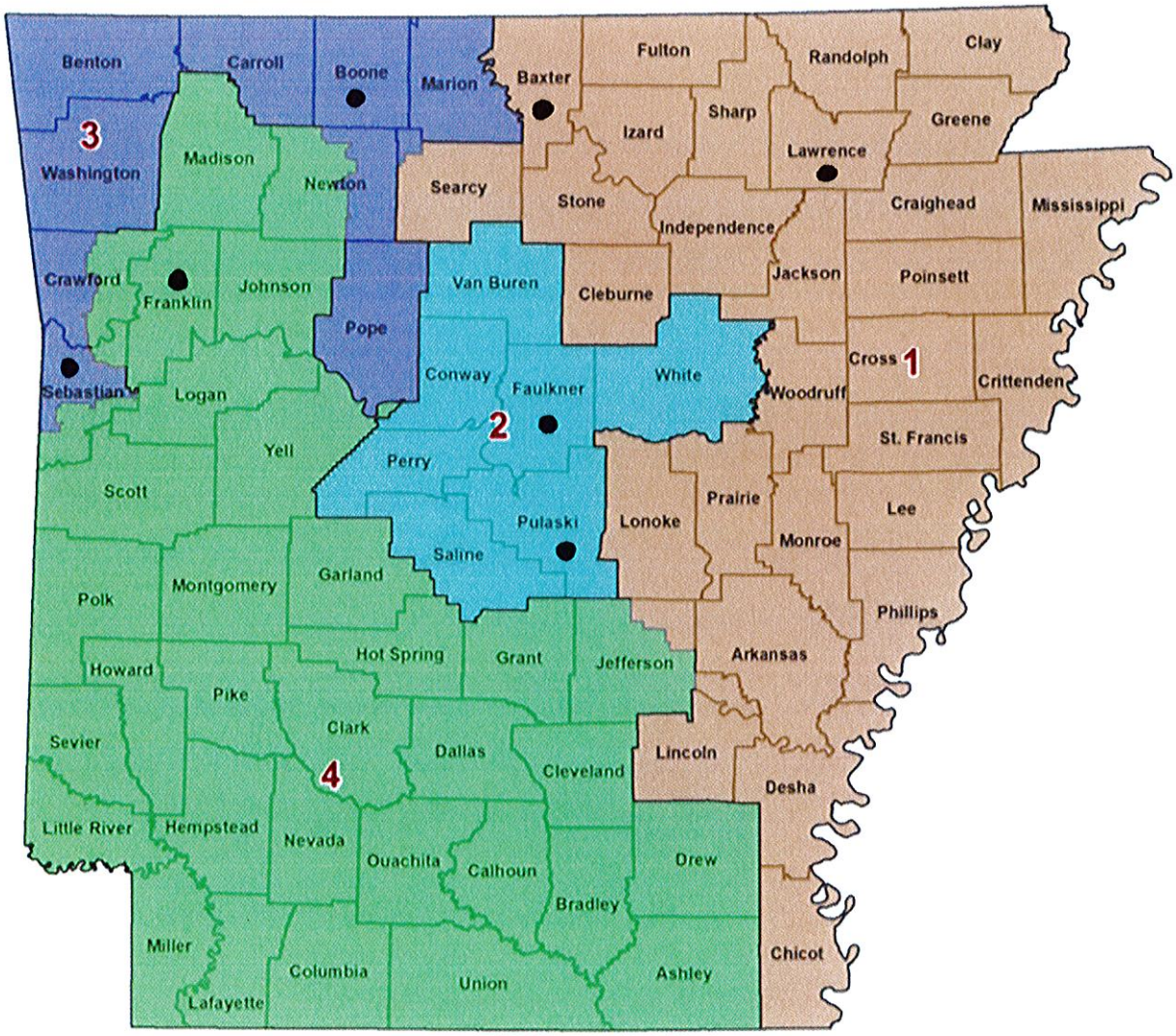
**State Library Board Members:**

District 1 – Knox and Meridith

District 2 – Cooper and O'Neal

District 3 – Campbell and Smith

District 4 -- McDonald



**Arkansas Department of Education**
Johnny Key, Secretary of the Arkansas Department of Education
Division of Elementary and Secondary Education
Four Capitol Mall, Room 304-A
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Gina Windle, Chief Operating Officer
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Alisha Lewis, Chief Communications Director
Alisha.lewis@adhe.edu

Sarah Linam, Chief Legal Counsel
Sarah.linam@arkansas.gov

Taylor Dugan, ADE Office of Legal Services
Taylor.dugan@arkansas.gov

Erin Franks, Chief Legislative Affairs Director
Erin.franks@arkansas.gov
501-804-3648

Dr. Eric Flowers, Chief Opportunity Officer
Eric.flowers@arkansas.gov
501-682-4251

**Governor's Office:**
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Education Liaison
Office of Governor Asa Hutchinson
State Capitol, Room 120
Little Rock, AR 72201
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allison.roberts@governor.arkansas.gov

**Attorney General's Office:**
Lacie Kirchner
Assistant Attorney General
Arkansas Office of Attorney General
323 Center Street, Suite 200
Little Rock, AR 72201
Phone: 501.682.1089
Fax: 501.682.7371
Email: lacie.kirchner@arkansasag.gov

# ARKANSAS STATE LIBRARY BOARD

# BYLAWS

## ARTICLE I

## NAME

**Section 1.** The name of this organization shall be the ARKANSAS STATE LIBRARY BOARD as created by Act 489, Acts of Arkansas, 1979.

**Section 2.** The organization shall hereinafter be referred to as the "Board."

## ARTICLE II

## PURPOSE

**Section 1.** The Board shall name the State Librarian.

**Section 2.** The Board shall act as the policy-making and responsible body for the Arkansas State Library and its functions as defined by Act 489 of 1979.

## ARTICLE III

## MEMBERSHIP

**Section 1.** The Board shall be composed of seven members appointed by the Governor, subject to confirmation by the Arkansas Senate, for their interest in libraries and statewide library development.

**Section 2.** Appointments made from congressional districts and at-large shall be made in accordance with Ark. Code Ann §13-2-205 (3) or other controlling statutes. **

*** Approved 02-09-2018 by Arkansas State Library Board*

## ARTICLE IV

## OFFICERS

**Section 1.** Officers of the Board shall consist of a Chairman and Vice Chairman. The State Librarian shall serve as executive secretary.

**Section 2.** Nomination and election of officers, with the exception of executive secretary, shall take place at the annual meeting.

> **Section 2a.** Officers shall be nominated by a Nominating Committee of members named by the Chairman. Opportunity shall be given for additional nominations to be made from the floor.
>
> **Section 2b.** Consent of all nominees shall be procured prior to nomination.
>
> **Section 2c.** Officers shall be elected at the annual meeting for a term of one year. No officer shall serve for more than two consecutive terms.
>
> **Section 2d.** Election of officers shall be by written ballot, show of hands, voice vote, or acclamation and counted by the executive secretary. **

**Section 3.** Duties of the officers shall be defined by members as need arises.

> **Section 3a.** The Chairman shall preside at all meetings and perform the duties generally assigned to this office.
>
> **Section 3b.** The Vice Chairman, in the absence of the Chairman, shall preside over meetings and perform other duties as assigned.
>
> **Section 3c.** The State Librarian, serving as executive secretary, shall keep the minutes of the Board meetings, attend all committee meetings, and perform duties generally assigned to this office. The executive secretary shall serve without vote in meetings of the Board or committees.

**Section 4.** Absences of officers or vacancies of office shall be filled by members as need arises.

> **Section 4a.** In the absence of the Chairman, the Vice Chairman shall preside over the meeting and perform other duties as assigned.
>
> **Section 4b.** In the absence of the Chairman and Vice Chairman, when a quorum is present, the members shall elect a temporary chairman to preside at the meeting and perform other duties as assigned.

**Section 4c.** When the office of Chairman is vacated during the year, the Vice Chairman shall serve as Chairman for the remainder of the unexpired term.

**Section 4d.** When the office of Vice Chairman is vacated during the year, the Nominating Committee shall nominate a replacement who shall be duly elected to serve the remainder of the unexpired term.

## ARTICLE V

## COMMITTEES

**Section 1.** The Chairman shall name members of the following STANDING COMMITTEES at the annual meeting.

**Section 1a.** The EXECUTIVE COMMITTEE shall consist of the Chairman, the Vice Chairman, and the executive secretary. This committee shall prepare the agenda for all meetings, call special meetings when deemed necessary, and perform interim duties as assigned by the Board.

**Section 1b.** The NOMINATING COMMITTEE shall be composed of two members appointed by the Chairman by September 1 each year. (The Chairman shall be excluded from membership.) The Committee shall prepare a slate of officers who have consented to serve if elected. **

***Section 1c.** the POLICIES AND BYLAWS COMMITTEE shall be composed of the Vice Chairman and two members named by the Chairman. This Committee shall review all policies and bylaws each year and recommend changes or additions where needed.

**Section 1d.** The GOVERNMENTAL LIASON COMMITTEE shall be composed of the Chairman and two members named by the Chairman. The duty of this Committee shall be to work with the State Librarian on all matters concerning local, state, and federal legislation and funding.

**Approved 02-01-80 by Arkansas State Library Board*

**Section 1e.** The PERSONNEL COMMITTEE shall be composed of two members named by the Chairman to serve with the Chairman to solicit and review applications and make recommendations to the Board for consideration for the position of State Librarian when a vacancy exists and to serve with the State Librarian to solicit and review applications and make recommendations to the Board for consideration for the managerial positions of associate or deputy directors when a vacancy exists.

**Section 2.** The Chairman shall name such AD HOC COMMITTEES as needed to carry out the functions of the Board.

## ARTICLE VI

## MEETINGS

**Section 1.** Regular meetings of the Arkansas State Library Board shall be held on the second Friday of February, May, August, and November.

**Section 2.** The annual meeting of the Board for organizational purposes shall be held at the time of the regular meeting in November.

**Section 3.** Special meetings of the Board may be called by the Executive Committee. Upon written request from three members of the Board, the Executive Committee shall be required to call a special meeting. The notices of such special meetings shall state the specific business to be transacted and no business shall be transacted except that stated in the call.

**Section 4.** Notices of all regular meetings and special meetings, when possible, shall be mailed by the State Librarian at least ten days prior to the date of the meeting.

**Section 5.** The order of business for regular meetings shall be:

1. Call to order
2. Reading of the minutes
3. Unfinished business
4. New business
5. Reports
6. Adjournment

## ARTICLE VII

## QUORUM, VOTE

**Section 1.** A majority (four) of the members of the Board shall constitute a quorum for the transaction of business. The Chairman shall count as a member for quorum.

**Section 2.** All business transacted by the Board shall be by majority vote of its members. The Chairman shall vote to confirm unanimity, in case of tie vote or when needed for quorum.

## ARTICLE VIII

## AMENDMENTS

**Section 1.** These bylaws may be amended by majority vote of the members at any regular meeting of the Board provided the amendment was stated in the call for the meeting or had been presented in writing at the previous regular meeting.

## ARTICLE IX

## POLICIES, CONTRACTS, AGREEMENTS

**Section 1.** The Board shall establish by majority vote such policies as may be necessary to carry out the functions of the state library agency and to promote statewide library development.

**Section 2.** Proposed policies or policy changes must be submitted in writing to the members and discussed at a meeting prior to the regular meeting when the vote on the question is to be recorded.

**Section 3.** The Arkansas State Library through majority vote of the Board shall enter into such contracts and agreements with other libraries, institutions, and agencies as may be necessary to carry out the purposes of Act 489 of 1979.

## ARTICLE X

## STATE LIBRARIAN

The State Librarian shall be responsible to the Arkansas State Library Board for the proper management of the Arkansas State Library, for the administration of the policies to carry out the functions of the agency, for the preservation and care of its properties, and for the efficiency of its services.

## ARTICLE XI

## PARLIAMENTARY PROCEDURE

## AND AUTHORITY

**Section 1.** Except when in conflict with the provisions of Act 489 of 1979 or these Bylaws, Roberts Rules of Order, Revised, shall govern the proceedings of this Board.

**Section 2.** Act 489 of 1979, is the authority for these bylaws.

> "**Section 1**. … The State Librarian shall serve as executive secretary of the State Library Board, but without vote thereon, and shall attend all of the Board meetings and keep records thereof. The State Librarian shall have charge of the work of the State Library, and shall perform such other duties as the State Library Board may prescribe…"
>
> "**Section 2. (a)** There is hereby created the State Library Board, hereinafter referred to as the "Board", to consist of seven (7.) members to be appointed by the Governor subject to confirmation by the Arkansas Senate …
>
> **(b)** The members of the Board shall be appointed by the Governor for reason of their interest in libraries and statewide library development."
>
> "**Section 3**. … The Board shall meet at such place or places and shall keep such records as it may deem to be appropriate. The Board shall select annually a Chairman and such other officers as it deems necessary and shall adopt policies and bylaws governing its meetings, the conduct of its business, and the business of the State Library. A majority of its members shall constitute a quorum for the transaction of business, and all business transacted by the Board shall be by majority vote of its members."

Placeholder for Election ballot

**ASL Board Standing Committee Assignments -- 2020**

Executive Committee: Chair; Vice Chair, and Chilcoat

Nominating Committee: Knox and Smith

Policies & By-Laws Committee: Vice Chair; O'Neal and Meridith

Government Liaison Committee: Chair; Cooper and O'Neal

Personnel Committee: Chair; Cooper and Knox

[In accordance with the By-Laws, the Chair shall name members of these standing committees at the annual meeting held in November.]

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# Arkansas State Library -- Staff Directory

8/1/2020

| First Name | Last Name | Title | Phone/Fax | Email |
|---|---|---|---|---|
| **Office of the State Librarian** | | | **501-682-1526 / 501-682-1533 FAX** | |
| JENNIFER | CHILCOAT | STATE LIBRARIAN | | jennifer.chilcoat@arkansas.gov |
| | | ADMINISTRATIVE SPECIALIST III | **VACANT** | |
| DEBORAH | HALL | MANAGER OF GRANTS & SPECIAL PROJECTS | | debbie.hall@arkansas.gov |
| DANNY | KOONCE | PUBLIC INFORMATION SPECIALIST | | danny.koonce@arkansas.gov |
| **Deputy Director** | | | **501-682-2863 / 501-682-1531 FAX** | |
| | | DEPUTY DIRECTOR | **VACANT** | |
| **Library for the Blind & Print Disabled** | | | **501-682-1155 / 501-682-1529 FAX** | |
| KRISTINA | WALTERMIRE | MANAGER OF LIBRARY FOR THE BLIND & PRINT DISABLED | **1-866-660-0885 Toll Free** | kristina.waltermire@arkansas.gov |
| JEFFERY | KERSEY | SENIOR LIBRARIAN | | jeff.kersey@arkansas.gov |
| NORMAN | VANDERBILT | LIBRARY SUPPORT ASSISTANT | | norman.vanderbilt@arkansas.gov |
| SEARCY | EWELL | LIBRARY SUPPORT ASSISTANT | | searcy.ewell@arkansas.gov |
| KELLY | SMITH | SENIOR LIBRARIAN | | kelly.smith@arkansas.gov |
| THOMAS | SEPE | LIBRARY TECHNICAL ASSISTANT | | thomas.sepe@arkansas.gov |
| NATALIE | MARLIN | SENIOR LIBRARIAN | | natalie.marlin@arkansas.gov |
| | | MAIL CLERK | **VACANT** | |
| | | LIBRARY SUPPORT ASSISTANT | **VACANT** | |
| | | LIBRARY SUPPORT ASSISTANT | **VACANT** | |
| **Library Development** | | | **501-682-1693 FAX** | |
| JENNIFER | WANN | MANAGER OF LIBRARY DEVELOPMENT | **501-682-5288** | jennifer.wann@arkansas.gov |
| RUTH | HYATT | COORDINATOR OF YOUTH SERVICES | **501-682-2860** | ruth.hyatt@arkansas.gov |
| KAREN | O'CONNELL | COORDINATOR OF THE ARKANSAS CENTER FOR THE BOOK | **501-682-2874** | karen.oconnell@arkansas.gov |
| AMBER | GREGORY | MANAGER OF E-RATE SERVICES | **501-682-8576** | amber.gregory@arkansas.gov |
| | | MANAGER OF TECHNOLOGY SUPPORT | **VACANT** | |
| LORA | SANDOVAL | ADMINISTRATIVE SPECIALIST III | | lora.sandoval@arkansas.gov |
| **Information Services** | | | **501-682-2053 / 501-682-1531 FAX** | |
| MICHAEL | STRICKLAND | MANAGER OF INFORMATION SERVICES | | michael.strickland@arkansas.gov |
| | | SENIOR LIBRARIAN | **VACANT** | |
| AVA | CONWAY | LIBRARY TECHNICAL ASSISTANT | | ava.conway@arkansas.gov |
| WIN | GATES | LIBRARY TECHNICIAN | | win.gates@arkansas.gov |
| SHERRY | CHASTAIN | LIBRARY SUPPORT ASSISTANT | | sherry.chastain@arkansas.gov |
| JUDI | KING | LIBRARY TECHNICIAN | | judi.king@arkansas.gov |
| | | SENIOR LIBRARIAN - OUTREACH SERVICES | **VACANT** | |

# Arkansas State Library -- Staff Directory

8/1/2020

| First Name | Last Name | Title | Phone/Fax | Email |
|---|---|---|---|---|
| **Collection Management** | | | **501-682-1899 FAX** | |
| SARAH | LIPSEY | DIVISION MANAGER OF COLLECTION MANAGEMENT | **501-682-2862** | sarah.lipsey@arkansas.gov |
| DANIELLE | BUTLER | MANAGER OF DIGITAL SERVICES | **501-682-2840** | danielle.butler@arkansas.gov |
| KATIE | WALTON | MANAGER OF ACQUISITIONS | **501-682-2266** | katie.walton@arkansas.gov |
| JEAN ANN | SLAVINGS | LIBRARY TECHNICIAN - DIGITAL SERVICES | | jeanann.slavings@arkansas.gov |
| WENDY | BRILEY | LIBRARY COORDINATOR - DIGITAL SERVICES/FEDERAL DOCS | | wendy.briley@arkansas.gov |
| REBA | DRIVER | LIBRARIAN - ACQUISITIONS | | reba.driver@arkansas.gov |
| TINA | YOUNGBLOOD | LIBRARIAN - DIGITAL SERVICES | | tina.youngblood@arkansas.gov |
| JENNIFER | RAZER | SENIOR LIBRARIAN - DIGITAL SERVICES/STATE DOCS | | jennifer.razer@arkansas.gov |
| ELIZABETH | CLEMENTS | SENIOR LIBRARIAN - ACQUISITIONS | | elizabeth.clements@arkansas.gov |
| CHERIE | MADARASH-HILL | SENIOR LIBRARIAN - CATALOGING | | cherie.madarash-hill@arkansas.gov |
| LANETTE | MADISON | LIBRARIAN - ACQUISITIONS | | lanette.madison@arkansas.gov |
| | | LIBRARY TECHNICIAN | **VACANT** | |
| | | LIBRARY TECHNICIAN | **VACANT** | |
| | | LIBRARY TECHNICIAN - DIGITAL SERVICES | **VACANT** | |
| | | LIBRARIAN | **VACANT** | |
| | | LIBRARY COORDINATOR - DIGITAL SERVICES | **VACANT** | |
| | | MANAGER OF NETWORK SERVICES | **VACANT** | |
| **Administration** | | | **501-682-1527/ 501-682-1533 FAX** | |
| BROOKE | CRAWFORD | ADMINISTRATIVE SERVICES MANAGER | | brooke.crawford@arkansas.gov |
| TRISH | LUCKADUE | BUYER/HR | | trish.luckadue@arkansas.gov |
| DENISE | WHITMORE | FISCAL SUPPORT SUPERVISOR | | denise.whitmore@arkansas.gov |
| SHAREE | BURNS | FISCAL SUPPORT SPECIALIST | | sharee.burns@arkansas.gov |
| TOSHONA | CARTER | FISCAL SUPPORT SPECIALIST | | toshona.carter@arkansas.gov |
| KEN | GIESBRECHT | INFORMATION SYSTEMS COORDINATOR | | ken.giesbrecht@arkansas.gov |
| | | COMPUTER SUPPORT ANALYST | **VACANT** | |

ARKANSAS STATE LIBRARY

# 2021

## January

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

## February

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

## March

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

## April

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

## May

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24/31 | 25 | 26 | 27 | 28 | 29 |

## June

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

## July

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## August

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

## September

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

## October

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

## November

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

## December

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**State Library Board Meetings, as scheduled**

**State Observed Holidays**

Jan 1 - New Year's Day; Jan 18 - Dr. Martin Luther King Jr.'s Birthday (Observed); Feb 15 -George Washington's Birthday and Daisy Gatson Bates Day (Observed); May 31 - Memorial Day (Observed); July 5 - Independence Day (Observed); Sept 6 - Labor Day; Nov 11- Veterans Day; Nov 25 - Thanksgiving Day; Dec 23 - Christmas Eve (Observed); Dec. 24 - Christmas Day (Observed)