

AGENDA
May 21, 2018 | 3:30 pm
Saline County Library Board of Trustees
Bob Herzfeld Memorial Library

- I. Call to Order
- II. Announcements – Farewell to Board Member Bucky Ellis
- III. Board Reports
- IV. [Minutes from the 3/19/18 board meeting](#)
- V. [Financial Reports](#)
 - a. [Income and Expense Reports](#)
 - b. [Budget Modification Report](#)
- VI. [Discussion Items](#)
 - a. [Director’s Report](#)
 - b. [Friends of the Library Report](#)
 - c. [Library Management Team Reports](#)
- VII. [Old Business](#)
- VIII. [New Business](#)
 - a. [Closing Passport Account](#)
 - b. [Library Deletions](#)
 - c. [Draft Compensation Policy](#)
 - d. [Arkansas Digital Library Consortium Membership](#)
 - e. [Board Member Recruitment](#)
- IX. Adjourn

Next regular board meeting July 16, 2018 at 3:30 p.m.

Board Meeting Minutes March 19, 2018

Attendees:

Dustin Sanders , Board Chair
George "Bucky" Ellis, Board Member
Joan O'Neal, Board Member
Susan Benzick, Board Member

Pat Bisbee, Quorum Court Liaison
Patty Hector, Library Director
Linda Zehner, Friends of the Library
Jill Martin, Assistant Library Director

I. Call to Order

Sanders called the meeting to order at 3:35 p.m.

II. Announcements

III. Board Reports

IV. Minutes from the 3/1/18 special board meeting

Ellis moved to accept the minutes from the March 1, 2018 special board meeting.
O'Neal seconded the motion, which passed unanimously.

V. Financial Reports

a. O'Neal moved to accept the Income and Expense Reports. Benzick seconded the motion, which passed unanimously.

b. O'Neal moved to accept the Budget Modification Report. Benzick seconded the motion, which passed unanimously.

VI. Discussion Items

a. Hector provided updates on the Overdrive Consortium. Because of needing to start on marketing materials and the still unset date for the Bryant building closing, summer programs and performers will all be booked in Benton.

b. Zehner reported the annual Friends of the Library meeting was well attended and that they are recruiting more volunteers for the book sale room.

c. Martin reported on website traffic increase since the launch of the new site in January.

VII. Old Business

VIII. New Business

a. Deletions

Ellis moved to accept the deletions as presented. O'Neal seconded the motion, which passed unanimously.

b. Credit Card Resolution

O'Neal moved to accept the credit card resolution as presented. Benzick seconded the motion, which passed unanimously.

c. Policy Change for Library Cards

Ellis moved to accept the policy as presented. Benzick seconded the motion, which passed unanimously.

d. Review of Patron Code of Conduct

No action taken.

e. Gift Trees for Bryant

The board was in favor of the gift of dogwood trees to the library by Joyce Boswell. Hector and Branch Manager Reagan Silva will be in contact with her.

f. Food for Fines during National Library Week.

Ellis moved to do Food for Fines during National Library Week. Benzick seconded the motion, which passed unanimously.

IX. Adjourn

The board went into executive session at 4:30 PM to discuss a personnel issue. No action was taken.

Sanders adjourned the meeting at 5:03 PM.

Respectfully submitted by,

Jill Martin, Assistant Director



Bob Herzfeld Memorial Library
1800 Smithers Drive
Benton, AR 72015
(501) 778-4766

Mabel Boswell Memorial Library
201 N. Prickett Road
Bryant, AR 72022
(501) 847-2166

May 21, 2018

To whom it may concern:

The Saline County Library would like to transfer all funds from account ending 2558 (Passport Revenue) to 2707 (General account) and close the Passport Revenue account at First Security Bank. Please also close all Passport Revenue account credit cards (accounts ending 0844, 0836, and 3345).

Sincerely,

Dustin Sander, Chairman, Library Board of Directors

Patty Hector, Library Director

Jill Martin, Assistant Director

Saline County Library
 Operating Budget Income
 Through April 2018

Period: 01.01.18 - 04.30.2018		
INCOME		ACTUAL
Book Sale		6,807.78
February Book sale	4167.37	
Websales (includes fees)	1432.91	
Other book sales / Friends memberships	1207.50	
Collection Agency Fee		
Copies and Printing		8,262.72
Damage		165.96
Deposit		
Earbuds		6.00
Fees		118.00
Fines		9,054.05
Fundraising		229.00
Accessories	17.50	
Apparel		
Book Bags	127.50	
Calendars		
Coffee Bar	74.00	
Cookbooks		
Flash Drives	10.00	
Ornaments		
Grants		
Gumballs		154.53
Insurance Settlement		
Interest on Checking		7,543.90
Legislature		
Lost Item		1,467.65
Memorials & Gifts		308.59
Passports (March 29 - April 30)		2,055.00
Polling Location		
Postcards		29.80
Processing Fee		33.40
Refund		2,098.35
Replacement Card		93.00
Restitution		1,469.36
State Aid		39,315.00
State Scholarship Money		
Tax Receipts		479,636.19
Temporary/Out of County Patron		20.00
TOTAL INCOME, OPERATING BUDGET		\$ 558,868.28
Checking Balance as of 04.30.2018		\$ 2,263,092.60

Saline County Library
 Operating Budget - Expense Report
 Through April 2018

<u>Line</u> <u>Item</u>	<u>Budget Classification</u>	<u>Amount</u> <u>Appropriated</u>	<u>Year-To-Date</u> <u>Expenditure</u>	<u>Total</u> <u>Remaining</u>	<u>Percentage</u> <u>Expended</u>
Personnel - Salaries					
	Salaries	\$1,534,947.13	\$499,718.33	\$1,035,228.80	33%
Personnel - Benefits					
600	Social Security Matching	\$119,000.00	\$38,585.40	\$80,414.60	32%
800	Noncontributory Retirement	\$229,000.00	\$74,604.99	\$154,395.01	33%
900	Health Insurance Matching	\$208,152.48	\$63,856.79	\$144,295.69	31%
1000	Worker's Compensation	\$6,300.00	\$0.00	\$6,300.00	0%
1100	Unemployment Compensation	\$4,000.00	\$2,291.75	\$1,708.25	57%
1200	Other Fringe Benefits	\$2,000.00	\$98.68	\$1,901.32	5%
1400	Wellness Reimbursement Program	\$20,500.00	\$3,621.58	\$16,878.42	18%
1500	Career Service Recognition	\$10,100.00	\$3,300.00	\$6,800.00	33%
1800	Student Loan Assistance	\$20,000.00	\$7,590.40	\$12,409.60	38%
1900	Dependent Care Stipend	\$15,000.00	\$5,750.00	\$9,250.00	38%
	TOTAL Benefits	\$634,052.48	\$199,699.59	\$434,352.89	31%
	TOTAL Personnel Fund	\$2,168,999.61	\$699,417.92	\$1,469,581.69	32%
Supplies					
1600	Printing	\$10,000.00	\$3,890.23	\$6,109.77	39%
1700	General Office Supplies	\$27,000.00	\$7,533.29	\$19,466.71	28%
2000	Janitorial Supplies	\$8,000.00	\$1,862.57	\$6,137.43	23%
3300	Service Contracts	\$85,000.00	\$20,982.74	\$64,017.26	25%
Professional Services					
4500	Engineering and Architectural	\$10,000.00	\$0.00	\$10,000.00	0%
4800	Other Professional Services	\$15,000.00	\$7,265.46	\$7,734.54	48%
4900	Telephone	\$30,000.00	\$9,417.47	\$20,582.53	31%
5000	Postage	\$10,000.00	\$3,650.00	\$6,350.00	37%
Transportation					
2500	Fuel for Library Vehicle	\$1,500.00	\$439.65	\$1,060.35	29%
5200	Mileage Reimbursement	\$1,500.00	\$367.42	\$1,132.58	24%
5300	Travel (airline and rental car, etc)	\$7,160.00	\$2,584.65	\$4,575.35	36%
Advertising and Marketing					
5500	Advertising and Marketing	\$25,000.00	\$4,682.36	\$20,317.64	19%
Insurance					
5800	Fire and Extended Coverage	\$15,000.00	0.00	\$15,000.00	0%

Saline County Library
 Operating Budget - Expense Report
 Through April 2018

<u>Line</u>		<u>Amount</u>	<u>Year-To-Date</u>	<u>Total</u>	<u>Percentage</u>
<u>Item</u>	<u>Budget Classification</u>	<u>Appropriated</u>	<u>Expenditure</u>	<u>Remaining</u>	<u>Expended</u>
5900	Vehicle Insurance	\$2,000.00	1870.00	\$130.00	94%
Utilities					
6100	Electricity	\$75,000.00	\$22,164.58	\$52,835.42	30%
6200	Gas	\$15,000.00	\$6,214.27	\$8,785.73	41%
6300	Water	\$5,000.00	\$1,052.94	\$3,947.06	21%
6400	Waste Disposal	\$5,000.00	\$1,255.26	\$3,744.74	25%
Repairs and Maintenance					
6500	Buildings and Improvements	\$40,000.00	\$5,269.59	\$34,730.41	13%
6600	Machinery and Equipment	\$30,000.00	\$1,210.35	\$28,789.65	4%
Miscellaneous					
7300	Dues and Memberships	\$5,000.00	\$1,978.00	\$3,022.00	40%
7900	Meals and Lodging	\$12,000.00	\$9,890.10	\$2,109.90	82%
8200	Refunds	\$2,000.00	\$210.29	\$1,789.71	11%
8500	Programming	\$95,260.60	\$21,268.88	\$73,991.72	22%
8600	Computer Software	\$110,000.00	\$23,668.66	\$86,331.34	22%
8700	Staff Development	\$6,000.00	\$4,349.34	\$1,650.66	72%
8752	Fundraising	\$1,058.50	\$0.00	\$1,058.50	0%
Materials					
8800	Books, Magazines, and other sources	\$550,000.00	\$151,470.17	\$398,529.83	28%
Capital Outlays (from State Aid)					
9100	Building and Furniture	\$326,598.01	\$871.70	\$325,726.31	0%
9300	Machinery and Equipment	\$30,000.00	\$15,277.80	\$14,722.20	51%
Total 2018 Budget		\$3,724,076.72	\$1,030,115.69	\$2,693,961.03	28%
Anticipated Millage Fund		\$3,114,757.00			
Anticipated State Aid		\$157,261.00			
Anticipated Fines, Fees and Photocopies Receipts		\$50,000.00			
Anticipated Interest		\$15,000.00			
Anticipated Rollover		\$380,000.00			
		\$3,717,018.00			
				Checking Balance as of 04.30.2018:	
					\$ 2,263,092.60

Saline County Library
Staff Fund Account
Through April 2018

Period: 12.29.17 - 04.30.18		
Beginning Balance, 12.29.2017		\$ 9,598.90
Income		\$ 7,117.07
Passports (January 1 - March 28)	\$ 6,755.00	
Fundraising	\$ 359.30	
Interest on Checking	\$ 2.77	
Expenses		\$ 7,557.71
9400 Campaign Fund		
9500 Staff Fund	\$ 7,557.71	
Passport Revenue Account Balance as of 04.30.2018		\$ 9,158.26
*transferring balance to general account; see budget modification		

WEBSALES

February 26, 2018 - April 25, 2018

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>PP Fee</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>	
Beginning balance, February 26, 2018		185.42				74.35	111.07	
How I Multiplied My Income & Happiness in Selling	2/1/2018				2.22	2.22	-2.22	*items on last statement
The Denial of Death	2/1/2018				0.88	0.88	-0.88	
Religion and the Rebel	2/1/2018				1.31	1.31	-1.31	
Worlds in Collission	2/2/2018				0.89	0.89	-0.89	
Ray Bradbury signed letter	2/5/2018				5.80	5.80	-5.80	
Rules for Radicals	2/5/2018				5.00	5.00	-5.00	
Essays in Skepticism	2/5/2018				1.19	1.19	-1.19	
Builders of the Old World	2/5/2018				1.00	1.00	-1.00	
The Chrysanthemum and the Sword	2/6/2018				2.20	2.20	-2.20	
World's Fair Glimpses of the Gems	2/6/2018				1.88	1.88	-1.88	
Skin of Our Teeth DVD	2/7/2018				1.64	1.64	-1.64	
Daffodils in American Gardens	2/11/2018				1.26	1.26	-1.26	
World Perspectives	2/12/2018				2.80	2.80	-2.80	
Theory of Collective Behavior	2/13/2018				1.28	1.28	-1.28	
Thoroughly Modern Behavior	2/14/2018				0.78	0.78	-0.78	
Abraham Lincoln Family Album	2/14/2018				0.91	0.91	-0.91	
Our Ferns in their Haunts	2/15/2018				1.06	1.06	-1.06	
Success System that Never Fails	2/18/2018				1.20	1.20	-1.20	
Ken Burns The War Field & Educator's Guide Lot	2/20/2018				1.08	1.08	-1.08	
When I Say No, I Feel Guilty	2/22/2018				1.43	1.43	-1.43	
Master Bronzes	2/23/2018			3.68	1.22	4.90	-4.90	
Revolt Against Civilization	2/24/2018			3.17	1.65	4.82	-4.82	
Naked Ape	3/5/2018	15.18	0.74	3.68	1.52	5.94	9.24	
Lost Cause	3/5/2018	10.26	0.60	4.19	1.03	5.82	4.44	
Africa at War	3/13/2018	18.00	0.82	3.17	1.80	5.79	12.21	
Paint Power & How to Sell It	3/13/2018	10.29	0.60	3.68	1.03	5.31	4.98	
Edward L Kramer autograph book	3/15/2018	15.66	0.75	3.17	1.57	5.49	10.17	
Universe in a Nutshell	3/16/2018	10.98	0.62	3.18	1.10	4.90	6.08	
Very Special People Outwardly Different Inwardly Same as You & Me	3/18/2018	11.17	0.62	3.17	1.12	4.91	6.26	
With the Allies	3/20/2018	9.90	0.59	3.17	0.99	4.75	5.15	
Anderson Affair Phase Two	3/21/2018	13.81	0.70	2.66	1.38	4.74	9.07	
Library of American Speeches Revolution to Civil War	3/22/2018	9.90	0.59	3.17	0.99	4.75	5.15	
Wilhelm Reich Selected Writings	3/25/2018	23.16	0.97	3.68	2.32	6.97	16.19	

Library of America Debate on the Constitution Part 1	3/24/2018	9.90	0.44	2.35	0.99	3.78	6.13	
Library of America Debate on the Constitution Part 2	3/24/2018	9.90	0.43	2.35	0.99	3.77	6.14	
Whats Up Doc DVD	3/24/2018	8.99	0.56	2.79	0.90	4.25	4.74	
University of Arkansas 1971 Yearbook	3/26/2018	10.90	0.62	5.72	1.09	7.43	3.47	
Chinese Footbinding	3/26/2018	10.71	0.77	3.17	1.07	5.01	5.70	
Emotional Appeal	3/27/2018	12.84	0.67	3.17	1.28	5.12	7.72	
Lewis and Clark Journals of the Expedition	3/28/2018	65.00	2.19	4.70	6.50	13.39	51.61	
Woodrow Wilson and the Progressive Era	3/29/2018	17.75	0.81	3.17	1.78	5.76	11.99	
In Place of Splendor	3/29/2018	16.79	0.79	3.17	1.68	5.64	11.15	
Star Wars Trilogy Episodes IV-VI Blu-Ray	3/29/2018	14.92	0.73	3.18	1.49	5.40	9.52	
Life Begins at Forty	3/31/2018	9.87	0.59	2.66	0.99	4.24	5.63	
Bataan the March of Death	3/31/2018	25.25	1.03	3.17	2.53	6.73	18.52	
Orbiting Space	4/2/2018	14.33	0.72	3.17		3.89	10.44	*items on next statement
How Not to Die Young	4/3/2018	11.27	0.63	2.66		3.29	7.98	
Open Files	4/6/2018	10.24	0.60	3.17		3.77	6.47	
Woman's Garden Companion	4/10/2018	11.66	0.64	4.19		4.83	6.83	
Story of a Rivertown	4/12/2018	11.98	0.63	3.17		3.80	8.18	
When I Say No, I Feel Guilty	4/12/2018	11.66	0.64	3.17		3.81	7.85	
Home Owner's Catalogs	4/13/2018	13.98	0.71	4.19		4.90	9.08	
Thin Book	4/19/2018	12.86	0.67	2.66		3.33	9.53	
Directory of Possibilities	4/22/2018	8.98	0.56	3.17		3.73	5.25	
Frank Frazett's Death	4/23/2018	26.87	1.08	3.18		4.26	22.61	
Star Trek Collection VHS lot of 6	4/24/2018	10.26	0.60	4.70		5.30	4.96	
Dragon Lance Chronicles 3 vol set	4/25/2018	23.14	0.97	3.17		4.14	19.00	
Insertion fees					9.50	9.50	-9.50	
Discounts					-3.88	-3.88	3.88	
Buyer dispute resolved		20.70	0.30			0.30	20.40	
Subtotal		\$ 734.48				\$ 304.73	\$ 429.75	
Transfer April 25, 2018		\$ 598.18				\$ 248.18	\$ 350.00	
Ending Balance April 25, 2018		\$ 136.30				\$ 56.55	\$ 79.75	

Saline County Library Board

2018 Budget Modification Form - General Account 2707

Prepared By: Brad Crumby

Date: 05.21.2018

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
B U D G E T	8700	Staff Development	6,000.00	6,000.00	4,349.34	1,650.66	1,000.00	7,000.00	2,650.66
	8500	Programming	90,000.00	95,260.60	21,268.88	73,991.72	(1,000.00)	94,260.60	72,991.72
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-			
O T H E R I N C O M E	900	Health Insurance Matching <i>Retiree Medical checks</i>	208,000.00	208,152.48	63,856.79	144,295.69	209.06	208,361.54	144,504.75
	4900	Telephone <i>Restitution (AT&T refund)</i>	30,000.00	30,000.00	9,417.47	20,582.53	42.22	30,042.22	20,624.75
	5300	Travel <i>Refund (Dustin Sanders - PLA)</i>	7,000.00	7,160.00	2,584.65	4,575.35	176.00	7,336.00	4,751.35
	7900	Meals and Lodging <i>Refund (Dustin Sanders - PLA)</i>	7,500.00	12,000.00	9,890.10	2,109.90	1,922.35	13,922.35	4,032.25
	8500	Programming <i>Websales (\$598.18-\$248.18)</i>	90,000.00	94,260.60	21,268.88	72,991.72	350.00	94,610.60	73,341.72
	8700	Staff Development <i>Fundraising</i>	6,000.00	7,000.00	4,349.34	2,650.66	170.50	7,170.50	2,821.16
	9100	Building & Furniture <i>Transfer from passport account to general account</i>	326,598.01	326,598.01	871.70	325,726.31	9,158.26	335,756.27	334,884.57
							2,661.07		

Director's Report

April-May 2018

E-rate

I turned in our E-rate application. We signed a new 36-month contract for Internet service with AT&T that gets us increased bandwidth for less money. We paid \$2,500 per month for both branches under the old contract; the new price is \$1,777 per month (\$21,325 annually). We will receive \$13,245 in e-rate discounts which will leave us with \$8,080 in charges for the year. I've been working with Brad to have him take over the e-rate process.

Dallas

Jill and I worked with Trevor from Library Interiors of Texas to choose all the finishes for the branch. It took nearly an entire day and was exhausting. He will begin ordering everything the second week of April keeping us on schedule to close in July. He visited again May 1-2 to work on the circulation desk design and to meet with the floor installer and painter. The last day of service for the branch will be June 22. The painters will begin on Saturday, June 23. Matthew (flooring vendor) installed the floor in the Heritage Room so that we can see what it looks like. Jill and the paint contractor are looking at colors to try with it.

Branch Closure

Jill has two committees working on procedures for handling the Bryant Branch closure. They're coming up with schedules, projects, Polaris procedures, and contingency plans.

Staff Changes

Youth Services Manager Amanda Garrison is leaving in June. Her husband accepted a job in Seattle, Washington so she is moving out of state. She has done a great job in that department and will be missed. Her replacement is Sarah Beth Lesko, our former tween librarian. We all feel very lucky that Sarah Beth will be able to hit the ground running in time for the Summer Reading Program start on June 4th! Now we just have to find someone for Sarah Beth's position.

After a very sad farewell to Lionel, we hired a new part-time person as his replacement—Sierra Joyce. She has volunteered in Youth Services for the last couple of years so we know she will be a great addition to Public Services.

We also hired a marketing coordinator to help with writing the news for the webpage, press releases, annual reports, the strategic plan and other forms of PR. Her name is Jordan Reynolds and she started today. She will report to Kari Beesley.

Summer Hours

We are going to try out summer hours in June and July since we will have extra staff from the Bryant closing. We'll be open from 1-5 and staff will work 12:30-5:00.

Compensation Study

Erin set up a meeting for us with the Human Resources Manager at CALS to discuss how they are implementing the Compensation Study results from the Johanson Group. It was a very productive meeting. We learned that Erin is on the right track with her plan. I think it would be advantageous for

Erin if she was able to meet with other library HR professionals monthly. She and Candace will work on setting something up. Our draft plan is in the board packet.

State Library

I attended the Arkansas State Library Board Meeting on May 11th and the Overdrive EBook Consortium meeting afterwards.

The State Library asked me to serve on the committee to establish the statewide ebook consortium, the Arkansas Digital Library. We are working on policy and structure for the new entity. For instance, we are developing a tiered membership based on a library's legal service area. Saline County Library would be in tier 5--\$12,000 with \$4,000 of that going for Overdrive hosting the site and \$8,000 for buying content. (see attachment)

Our current independent contract with Overdrive is \$10,000 per year, but \$5,000 of that is for hosting and only \$5,000 for content so the new contract is a good deal. Plus our patrons will have access to several other large collections and many smaller ones.

Several SCL staff attended the State Library's *Civilian Response to Active Shooter Events (and how staff can use this training in public libraries)* training after the board meeting. There is another workshop in Hot Springs on May 18 and then the staff wants to use their knowledge and local police resources to develop training for all library staff.

Search for New ILS

ILS Search Committee has been looking at different software to replace our present system. Many of the members were able to research ILS' at PLA. We've had live demos here with three companies.

Tax Receipts January – May

I included a chart comparing millage checks in the first months of 2017 against 2018. Overall tax receipts are up.

Tier Spread of Potential Members

Library Name	Group	Contract Tier	Content Allowance	LSA
Ash Flat Library	ABC	1	1000	1076
Calhoun County Library	ABC	2	2000	5229
Columbia County Library	ABC	2	2000	24115
East Central Arkansas Regional Library	ABC	2	2000	23678
Forrest City Public Library	ABC	2	2000	14480
Jackson County Library	ABC	2	2000	17221
Lawrence County Library	ABC	2	2000	16735
Pea Ridge Community Library	ABC	2	2000	5401
Southeast Arkansas Regional Library	ABC	4	6000	66172
Ashley County Library	ABC	2	2000	15364
Conway County Library	eBook Connection	2	2000	20937
Crittenden County Library	eBook Connection	3	4000	48963
Lonoke County Library	eBook Connection	4	6000	72228
Mississippi County Library	eBook Connection	4	6000	66786
West Memphis Public Library	eBook Connection	3	4000	25284
Clark County	Independent	2	2000	22657
Crossett Public Library	Independent	2	2000	5128
Faulkner - Van Buren Regional	Independent	5	8000	138855
Laman Public Library	Independent	4	6000	66278
White County Regional	Independent	4	6000	79966
Saline County Library	Independent	5	8000	118703

Total shared content budget

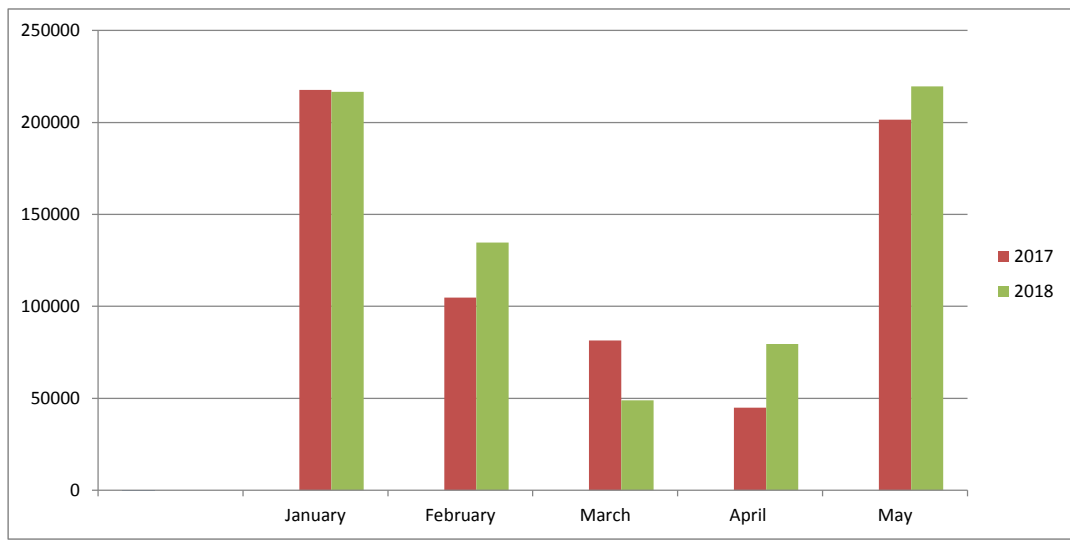
77000

Contract Level	LSA	Total	Hosting	Content
Tier 1	0 - 5,000	1500	500	1000
Tier 2	5,001 - 25,000	3000	1000	2000
Tier 3	25,001 - 55,000	6000	2000	4000
Tier 4	55,001 - 100,000	9000	3000	6000
Tier 5	100,001 - 150,000	12000	4000	8000
Tier 6	150,001 - 200,000	15000	5000	10000

Millage Checks Jan - May 2017 vs 2018

4150 - Tax Receipts

Date	2017	2018
January	\$217,674.99	\$216,567.49
February	\$104,765.40	\$134,640.05
March	\$81,488.65	\$48,851.26
April	\$44,881.99	\$79,577.39
May	\$201,504.07	\$219,557.39
TOTAL	\$650,315.10	\$699,193.58



Youth Services Board Report 17 May 2018

Summer Reading is almost upon us! Many new and exciting things will be happening this summer at Camp Summer Reading that our families are sure to be thrilled about, including new performers, new programs and new prizes.

Added in with our favorite performers NHECM with their menagerie of wild animals and Fancyful Fairytales and their glittering princesses, Nitro Joe will present a messy science show, Celia Shackattack will rock out with a sing along dance party, Magic Mr. Nick will perform a new magic show, and Jason D'Vaude will entertain as a one man circus.

Out of the Box is back with fun storytelling by our favorite librarians with silly challenges as our readers creep ever closer to their goal of reading one million minutes by summer's end. Though there may not be any goats to kiss this year, the challenges will still be fantastic.

Teen patrons will have the chance to return to *Thistlebryt School of Magic* this summer and continue practicing their wizarding skills, but will also have the opportunity to share their superhero talents at *Super Camp*, a brand new program for the 13-18 crowd.

There are even exciting new things for our littlest patrons! *Baby and Me*, a lapsit and yoga storytime for babies, will be lots of fun, while kiddos younger than four will have a chance to explore and get messy while they *Play to Learn*.

Kids and tweens will have concurrent programs so busy grownups can finally catch their breath! Kids will cook, build, craft and explore while tweens will compete in team-building challenges, test their senses, uncover clues and share their talents.

While we definitely don't want to think about studying during the summer break, kids will have the opportunity to pair up with teen volunteers to practice reading in our new *Reading Buddies* program. Teens and kids will camp out in cute pop-up tents and share stories together to increase reading and comprehension skills in a secretly fun way!

Summer programs will wrap up with a library comic con event called SCLCon. Patrons can dress up in their favorite fandom costumes, make crafts, shop from local vendors, enjoy trivia and other challenges, and much, much more, all at their favorite place! The library!

The summer reading program will last from June 4 to July 28. Don't miss it!

Items to be Deleted from Inventory, May 21, 2018

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
0900	Toddler Bookshelf	*100.00	Aug 2003	Unknown	May 2018	Outdated
0982	Bookshelf	*500.00	Jan 2000	Unknown	May 2018	Broken
1091	Chair	*100.00	Feb 2002	Unknown	May 2018	Outdated
1097	Clock	*50.00	Feb 2002	Unknown	May 2018	Outdated
1101	Chair	*100.00	Feb 2002	Unknown	May 2018	Outdated
1119	Lounge Chair	*500.00	Feb 2002	Unknown	May 2018	Outdated
1120	Lounge chair	*500.00	Unknown	Unknown	May 2018	Outdated
1122	Lounge Chair	*500.00	Feb 2002	Unknown	May 2018	Outdated
1123	Lounge chair	*500.00	Unknown	Unknown	May 2018	Outdated
1149	Rolling table	*250.00	Feb 2002	Unknown	May 2018	Outdated
1164	Armchair	*500.00	Feb 2002	Unknown	May 2018	Outdated
1165	Armchair	*500.00	Feb 2002	Unknown	May 2018	Outdated
1183	Clock	*50.00	Feb 2002	Unknown	May 2018	Outdated
1188	Storage cabinet	*500.00	Unknown	Unknown	May 2018	Outdated
1381	Desk chair	149.46	Feb 2007	Unknown	May 2018	Outdated
1395	Book bench "Hank the Cowdog"	1296.00	Apr 2007	Big Cozy Books	May 2018	Outdated
1396	Book bench "Charlotte's Web"	1296.00	Apr 2007	Big Cozy Books	May 2018	Outdated
1397	Book bench "Once Upon a Time"	1296.00	Apr 2007	Big Cozy Books	May 2018	Outdated
1398	Book bench "Wizard of Oz"	1296.00	Apr 2007	Big Cozy Books	May 2018	Outdated
1430	Desk chair	109.37	May 2007	Highsmith	May 2018	Outdated
1431	Desk chair	109.37	May 2007	Unknown	May 2018	Outdated
1539	Desk/table	231.46	Sep 2008	Unknown	May 2018	Outdated
1777	Cakepan rack	*250.00	Unknown	Unknown	May 2018	Outdated
1778	Cakepan rack	*250.00	Unknown	Unknown	May 2018	Outdated

1898	Rolling chair	*150.00	Unknown	Unknown	May 2018	Outdated
1899	Rolling chair	*150.00	Unknown	Unknown	May 2018	Outdated
1900	Magazine rack	333.00	Dec 2005	Demco	May 2018	Outdated
1927	Blue book cart	278.00	Feb 2009	Unknown	May 2018	Outdated
2009	Folding cart	69.69	Jan 2010	Amazon	May 2018	Outdated
2061	7 tier, single sided book display	393.22	March 2010	Demco	May 2018	Outdated
2177	Stool	*55.00	Unknown	Unknown	May 2018	Outdated
2181	Winnie the Pooh Boat Display	0.00	Unknown	<Donated>	May 2018	
2199	2 tier wooden utility cart	*200.00	Unknown	Unknown	May 2018	Outdated
2203	Cross-Stitch: Ruth Zoch Children's Area	0.00	Unknown	<Donation>	May 2018	
2204	Display case	*1500.00	Unknown	Unknown	May 2018	Outdated
2209	Retractable Belt Crowd Control	69.36	Sep 2010	Stancion Depot	May 2018	Outdated
2210	Retractable Belt Crowd Control	69.36	Sep 2010	Stancion Depot	May 2018	Outdated
2280	Clock	*50.00	Unknown	Unknown	May 2018	Outdated
2367	Black wire shelving	109.61	Nov 2010	Lowe's	May 2018	Outdated
2368	Black wire shelving	109.61	Nov 2010	Lowe's	May 2018	Outdated
2372	Paperback spinner	199.99	Nov 2010	CD Rack Shoppe	May 2018	Outdated
2373	Paperback spinner	199.99	Nov 2010	CD Rack Shoppe	May 2018	Outdated
2455	Framed Artwork: Library of Congress	98.15	Feb 2011	All About Art	May 2018	
2498	Blue Stool	52.12	May 2011	Bizchair	May 2018	Outdated
2499	Blue Stool	52.12	May 2011	Bizchair	May 2018	Outdated
2500	Blue Stool	52.12	May 2011	Bizchair	May 2018	Outdated
2501	Blue Stool	52.12	May 2011	Bizchair	May 2018	Outdated
2530	VGA to HDMI scaler	55.52	Oct 2011	Amazon	May 2018	Obsolete
2646	Desk chair	123.61	Sep 2012	Office Depot	May 2018	Outdated

Saline County Library

Compensation Administration Policy

Introduction

It is the goal of the Saline County Library to create a compensation policy that attracts and retains qualified employees with externally competitive pay rates, encourages employees to consistently perform well, and ensures equitable distribution of compensation.

Types of pay increase

1. Performance

Each year, the Saline County Library Board of Trustees will determine whether adequate funding for performance increase is available, and if so, the pool of performance increase funds. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process.

Performance pay is used to reward successful performance. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. In the event that a performance increase is approved, each employee will be evaluated according to SCL's performance expectations. If performance expectations were met during the year, the employee will receive a raise in the following calendar year effective January 1.

If maximum raise allowed is five percent or more, performance increases will be tiered. The largest performance increases will be awarded to employees who consistently exceed performance standards.

Determination of performance increase

In accordance with Saline County Library guidelines, supervisors will recommend: a) whether an employee should receive any merit increase based on his or her annual performance review and, in the event of a tiered increase, b) the amount of increase appropriate for the performance results.

The following factors are the basis for awarding performance increases to employees:

- The employee's performance as reported in the annual performance and work plan review.
- The appropriate pay level within the range for the employee considering the employee's performance and performance of others in the range.
- Pay increase funds available.
- Recommendations of supervisors, as approved by the HR Manager and Director.

Review of performance increase

Performance increases require the recommendation of the employee's immediate supervisor and the approval of the HR Manager and Director. Employees are to be notified of their merit increase as soon as possible after all employee merit increases for the year have been approved.

Performance reviews

Employee performance is to be formally reviewed at least once each year using the work plan template. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the next rating period.

2. Special Projects

Employees who undertake special projects may be eligible for an increase. The project or goal must be significant in time and importance, and must be built into work plan with the employee's direct supervisor. The supervisor will meet with the HR Manager and Library Director to determine the percentage of raise to be granted. The raise is never to exceed five percent of employee's base pay, and employee will not be eligible for multiple project/goal-based raises in a one-year period. If project is completed satisfactorily, raise will take effect in the following pay period.

3. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise. Any library employee earning a Master's Degree in Library Science will receive a four percent raise. Any employee in a non-library specific position earning a Master's degree in the field that directly pertains to their position will receive a four percent raise. An employee earning a significant certification directly pertaining to their position will receive a three percent raise. Upon completion, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

Pay increase eligibility

To be eligible for a pay increase, an employee must be employed with the Saline County Library for at least six months of continuous service before the award date.

An employee may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position. A one-time bonus may be issued to employees whose base pay is at or above the maximum, at the discretion of the Board of Trustees.