

AGENDA

Saline County Library Board of Trustees

3/15/2021 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 1/25/2021 board meeting
- IV. Financial Reports
 - a. Income and Expense Report
 - b. Budget Modification Report
- V. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Library Management Team Reports
- VI. Old Business
 - a. Pay Scale Adjustment for January 2021 Mandated AR Minimum Wage Increase
 - b. Compensation Policy Development
- VII. New Business
 - a. Library Deletions - none
 - b. Resolution for Credit Card Authorization
- VIII. Adjourn

Next regular board meeting: 5/17/2021 at 3:30 p.m.

Board Meeting Minutes

January 25, 2020

Attendees:

Lindsay Jordan, Board Member
Caroline Miller Robinson, Board Member
Dustin Sanders, Board Chair
Pat Bisbee, Quorum Court Liaison

Patty Hector, Director
Erin Loy, HR Manager
Brad Crumby, Financial Coordinator

Excused:

Marian Douglas, Board Member
Allison Nolley, Board Member

- I. Call to Order
Sanders called the meeting to order at 3:40 PM.
- II. Announcements
- III. Minutes from the 11/16/2020 and 12/11/2020 board meetings
Jordan moved to accept both sets of minutes as presented. Miller Robinson seconded the motion, which passed unanimously.
- IV. Financial Reports
Miller Robinson moved to accept the income and expense reports as presented. Jordan seconded the motion, which passed unanimously.
- V. Discussion Items
 - a. Friends of the Library Report
Crumby shared that the annual meeting will not be held this year due to the pandemic. Hector added that staff will be putting together Valentine's Day-themed gift bags with books from the Book Store and other small items to sell.
 - b. Director's Report
Included in packet. Hector also shared that Edward's Food Giant will no longer be able to accommodate the book lockers in the East End community. Bisbee and library are staff looking for possible alternate locations.
 - c. Library Management Team Reports
Reports for Bryant Branch, Building Operations, Community Engagement, Library Manager, Marketing, Public Services, and Youth Services included in packet.

Miller Robinson found errors on the Strategic Plan Evaluation charts and requested the addition of legends for all charts.

VI. New Business

a. Bylaws Revision for Electronic Meetings

Jordan moved to accept the bylaws revision with the addition of "or in person". Miller Robinson seconded the motion, which passed unanimously.

b. Resolution for Credit Card Changes

Miller Robinson moved to accept proposed changes as presented. Jordan seconded the motion, which passed unanimously.

c. Staff Updates

Loy presented 2020 Staff Turnover Report and results from the Employee Satisfaction Survey.

d. Benefits Discussion with County HR Committee

Hector spoke with Judge Arey about possible options for improving library vacation benefits which include presenting a request to the county HR Committee and approaching lobbyists to amend an existing law that would allow county library boards to set benefits as well as salaries, which they're already able to do. Staff will pursue both options.

VII. Old Business

a. Compensation Administration Policy Development

Loy shared the existing compensation policy and performance evaluations with some proposed changes. She will continue developing the policy with Board guidance.

VIII. Sanders adjourned the meeting at 5:33 PM.

Submitted by,

Erin Loy
HR Manager
Board Secretary



Saline County Library

Income & Expense Report

January - February, 2021

| | TOTAL | | | |
|---|---------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | REMAINING | % REMAINING |
| Revenue | | | | |
| 4150 Tax Receipts | 489,519.11 | | -489,519.11 | |
| 4310 Book Sale | 898.87 | | -898.87 | |
| 4330 Copies/Printing | 603.67 | | -603.67 | |
| 4340 Damage | 91.54 | | -91.54 | |
| 4350 Fines / Fees | 171.74 | | -171.74 | |
| 4365 Fundraising | 7.00 | | -7.00 | |
| 4370 Gifts/Memorials | 69.00 | | -69.00 | |
| 4410 Interest Income | 2,825.80 | | -2,825.80 | |
| 4420 Lost Item | 538.29 | | -538.29 | |
| 4450 Out of County Card | 38.15 | | -38.15 | |
| Total Revenue | \$494,763.17 | \$0.00 | \$ -494,763.17 | 0.00% |
| GROSS PROFIT | \$494,763.17 | \$0.00 | \$ -494,763.17 | 0.00% |
| Expenditures | | | | |
| 6560 Payroll Expenses | | | | |
| 0100 Wages | 236,575.23 | 1,666,797.59 | 1,430,222.36 | 85.81 % |
| Company Contributions | | | | |
| 0600 Taxes (Fed, AR, SUTA) | 16,575.58 | 132,000.00 | 115,424.42 | 87.44 % |
| 0800 Retirement | 35,108.86 | 246,000.00 | 210,891.14 | 85.73 % |
| 0900 Insurance Benefits | 35,951.36 | 228,000.00 | 192,048.64 | 84.23 % |
| 1000 Worker's Compensation | | 6,000.00 | 6,000.00 | 100.00 % |
| 1200 Other Fringe Benefits | 260.50 | 1,000.00 | 739.50 | 73.95 % |
| Total Company Contributions | 87,896.30 | 613,000.00 | 525,103.70 | 85.66 % |
| Total 6560 Payroll Expenses | 324,471.53 | 2,279,797.59 | 1,955,326.06 | 85.77 % |
| 6700 Supplies | | | | |
| 1600 Printing | 147.30 | 10,000.00 | 9,852.70 | 98.53 % |
| 3300 Service Contracts | 15,771.62 | 105,000.00 | 89,228.38 | 84.98 % |
| 67-1700 General Office Supplies | 2,891.38 | 30,000.00 | 27,108.62 | 90.36 % |
| 67-2000 Janitorial Supplies | 377.18 | 8,000.00 | 7,622.82 | 95.29 % |
| Total 6700 Supplies | 19,187.48 | 153,000.00 | 133,812.52 | 87.46 % |
| 68-5000 Postage | | | | |
| 6800 Professional Services | | 12,000.00 | 11,076.98 | 92.31 % |
| 68-4800 Other Professional Services | 1,006.83 | 15,000.00 | 13,993.17 | 93.29 % |
| Total 6800 Professional Services | 1,006.83 | 15,000.00 | 13,993.17 | 93.29 % |
| 6900 Communications | | | | |
| 69-4900 Telephone/Internet | 7,325.59 | 30,000.00 | 22,674.41 | 75.58 % |
| Total 6900 Communications | 7,325.59 | 30,000.00 | 22,674.41 | 75.58 % |
| 7000 Transportation | | | | |
| 70-2500 Fuel for Library Vehicle Use | 83.00 | 3,000.00 | 2,917.00 | 97.23 % |
| 70-5200 Fuel for Personal Vehicle Use | | 1,000.00 | 1,000.00 | 100.00 % |
| 70-5300 Airline and Rental Car | | 1,000.00 | 1,000.00 | 100.00 % |

| | TOTAL | | | |
|---|---------------------|-------------------------|-------------------------|-----------------|
| | ACTUAL | BUDGET | REMAINING | % REMAINING |
| Total 7000 Transportation | 83.00 | 5,000.00 | 4,917.00 | 98.34 % |
| 7050 Advertising | | 25,000.00 | 25,000.00 | 100.00 % |
| 5500 Advertising | 700.99 | | -700.99 | |
| Total 7050 Advertising | 700.99 | 25,000.00 | 24,299.01 | 97.20 % |
| 7100 Insurance | | | | |
| 71-5800 Fire and Extended Coverage | | 15,000.00 | 15,000.00 | 100.00 % |
| 71-5900 Vehicle Insurance | 2,104.15 | 4,000.00 | 1,895.85 | 47.40 % |
| Total 7100 Insurance | 2,104.15 | 19,000.00 | 16,895.85 | 88.93 % |
| 72-6000 Utilities | | | | |
| 6100 Electricity | 8,049.71 | 75,000.00 | 66,950.29 | 89.27 % |
| 6200 Gas | 2,803.10 | 15,000.00 | 12,196.90 | 81.31 % |
| 6300 Water | 321.79 | 5,000.00 | 4,678.21 | 93.56 % |
| 6400 Waste Disposal | 838.91 | 6,000.00 | 5,161.09 | 86.02 % |
| Total 72-6000 Utilities | 12,013.51 | 101,000.00 | 88,986.49 | 88.11 % |
| 7300 Repairs and Maintenance | | | | |
| 73-6500 Building and Improvements | 74.38 | 40,000.00 | 39,925.62 | 99.81 % |
| 73-6600 Machinery and Equipment | 248.74 | 40,000.00 | 39,751.26 | 99.38 % |
| Total 7300 Repairs and Maintenance | 323.12 | 80,000.00 | 79,676.88 | 99.60 % |
| 7400 Miscellaneous | | | | |
| 74-7300 Dues and Memberships | 1,738.00 | 5,000.00 | 3,262.00 | 65.24 % |
| 7900 Meals and Lodging | | 1,000.00 | 1,000.00 | 100.00 % |
| 8200 Refund | | 2,000.00 | 2,000.00 | 100.00 % |
| 8600 Software | 16,525.98 | 55,000.00 | 38,474.02 | 69.95 % |
| Total 7400 Miscellaneous | 18,263.98 | 63,000.00 | 44,736.02 | 71.01 % |
| 8500-1 All Programming | 3,815.19 | 90,000.00 | 86,184.81 | 95.76 % |
| 8700 Staff Development | 6,776.00 | 6,000.00 | -776.00 | -12.93 % |
| 8752 Fundraising Expenses | 630.50 | 1,000.00 | 369.50 | 36.95 % |
| 8800 Books/Magazines/Video/Audio | 64,578.17 | 550,000.00 | 485,421.83 | 88.26 % |
| Total Expenditures | \$462,203.06 | \$3,429,797.59 | \$2,967,594.53 | 86.52 % |
| NET OPERATING REVENUE | \$32,560.11 | \$ -3,429,797.59 | \$ -3,462,357.70 | 100.95 % |
| Other Expenditures | | | | |
| 9100 Building and Furnishings | | 100,000.00 | 100,000.00 | 100.00 % |
| 9300 Machinery and Equipment | 820.75 | 40,000.00 | 39,179.25 | 97.95 % |
| 9500 Other Miscellaneous Expenditure | | 96,098.55 | 96,098.55 | 100.00 % |
| Total Other Expenditures | \$820.75 | \$236,098.55 | \$235,277.80 | 99.65 % |
| NET OTHER REVENUE | \$ -820.75 | \$ -236,098.55 | \$ -235,277.80 | 99.65 % |
| NET REVENUE | \$31,739.36 | \$ -3,665,896.14 | \$ -3,697,635.50 | 100.87 % |

Saline County Library Board

2021 Budget Modification Form - General Account 2707

March 15, 2021

| | 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 | 6,776.00 | (776.00) | 1,000.00 | 7,000.00 | 224.00 |
| | 9500 | Other Miscellaneous Expenditure | 96,098.55 | 96,098.55 | - | 96,098.55 | (1,000.00) | 95,098.55 | 95,098.55 |
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Friends of the Saline County Library

2020 Year End Report

There were six new volunteer applications for 2020. Each new volunteer received a welcome email/phone call. Due to Covid 19, it was explained that the training for working in the book sale room would not be possible at that time. They were informed they would be called and a notification by email as soon as possible when training could take place.

A document was sent to Kathy Lewallen with the new volunteer list in order for the board members to add this information to their large spreadsheet of all volunteers.

At one of the previous board meetings, there was a discussion to cull the volunteer spreadsheet. Currently, we have close to 200 names on the volunteer spreadsheet.

Sincerely,

Margaret Regnier
Volunteer Chair

Friends of the Saline County Library
March 2021

COVID19 put a halt to the majority of our work last year. In saying this, we managed to create income with the help of the library staff. Kari Beesley and Jordan Reynolds put together several sales. Two were virtual and Holiday Gift Bags were all successful. The book store was open by appointment also.

We had the opportunity to donate books to CASA, Saline Memorial Hospital and Paron. We also donated to a food pantry for their Christmas food boxes.

One of our board members rotated off and was replaced by our At-Large board member. This At-Large position is now open.

We continue to receive donations and work in book room when necessary.

Submitted by,
Jackie Lewallen
President

Library Management Team Report

Director

March 2021

Office of Civil Rights Investigation

Staff have been working with the attorneys from the OCR to update our website to increase accessibility as much as possible without an actual redesign. Two of our third-party vendors have already made corrections and we have fixed the issues that we could. Flex360 hasn't gotten back with us to say whether the issues highlighted by OCR can be fixed or not. We are investigating other vendors—specifically vendors who design webpages for libraries. The OCR has given us a waiver allowing us a year to sort things out, but the process is involved. It takes at least 5 months to design and load the content of a new site.

The staff have been able to take advantage of some training from the OCR concerning pdfs. We post documents in that format to our webpage and now know how to make the documents accessible.

Covid-19 Vaccine Available for Staff

The Governor's expansion of the availability of the Covid-19 vaccine made it possible for library staff to be vaccinated starting March 8. Many of us have already had the first shot and should be fully vaccinated by the end of April.

Building Operations

With the retirement of Billy Osborne, we looked at the maintenance and housekeeping positions to see if there were any changes that needed to be made. We could see with Rob Walton as the Building Operations Manager, several of the higher function job duties of the Maintenance Coordinator position could be removed. Also, the amount of time the mowing takes at Benton is tremendous in the summertime, allowing for almost no other job duties to get done. In the back of our minds, we were looking towards the future when our strategic plan calls for programming and other types of services around the county. Providing those services with our present staff would be challenging. It's not the type of position that you can outsource. Cleaning and mowing, however, are easily outsourced. Because we are not in our normal circumstances due to Covid-19, we made the changes to the Benton Maintenance Coordinator position, but did not make changes to the other positions. We will try outsourcing them until things are more normal and then make a decision for going forward.

BiblioCommons

While looking at website vendors, we had a demo of BiblioCommon's two products, BiblioCore and BiblioWeb. Both are beautiful products that meet accessibility guidelines. The Mid-Ark libraries are especially interested in BiblioCore because it offers a discovery layer that could be a game changer for patrons trying to find things in our catalogs. No other library product has the ease of use—it's almost as good as an Amazon search! It also groups the results together whether they are a physical book, an audiobook, a playaway, an ebook or an eaudiobook. In our quest to make the library easier to navigate, this product could make a real difference.

Re-Opening for Browsing

We have plans to re-open for browsing appointments on March 22. We still have circulation staff working in teams for several weeks just in case we need to quarantine. That way we wouldn't have to shut down the library due to lack of staff to keep it open. We are still requiring masks per the CDC guidelines. I do realize the governor could lift his mask mandate on March 31 right around the same time that spring break will be over. But as one librarian put it, we don't follow politics, we follow science. Hopefully most staff will be fully vaccinated by mid-to-late April. I would love to see us open without appointments for summertime. No in-person programs or meeting room use, but more normal hours.

Services in Hot Springs Village

I talked to Judge Arey and County Attorney Will Gruber about providing services inside Hot Springs Village. The library has partnered with the HSV library for programs, but I've always been under the impression that anything more permanent like having a branch or staff there might be problematic because it is a gated community. Will researched it and didn't think it would be against the state statute regarding library services. We will be investigating the issue of providing services around the county in our strategic plan being developed this year.

Submitted by,

Patty Hector

Saline County Library

| Material Type | 2019 | 2020 | 2021 | Difference |
|---|---------------|---------------|---------------|---------------|
| Adult | | | | |
| Books and Audiobooks | 10,302 | 15,027 | 2,687 | 12,340 |
| eBooks | 6,533 | 7,198 | 7,444 | 246 |
| eAudiobooks | 3,062 | 3,937 | 3,864 | 73 |
| eMagazines | | 326 | 400 | 74 |
| DVDs | 9,778 | 9,638 | 1,236 | 8,402 |
| Music | 257 | 267 | 24 | 243 |
| Videogames | 526 | 872 | 91 | 781 |
| Boardgames | 29 | 18 | 5 | 13 |
| Library of Things (equipment, hot spots, cakepans, etc) | 42 | 31 | 79 | 48 |
| Kanopy (streaming films) | | 141 | 508 | 367 |
| Freegal (streaming music) | | 1,444 | 1,104 | 340 |
| Hoopla (downloadable books, movies & music) | | | 611 | 611 |
| Subtotal | 30,529 | 38,899 | 18,053 | 20,846 |
| Children's & Teen | | | | |
| Books and Audiobooks | 10,438 | 9,593 | 2,918 | 6,675 |
| Total | 40,967 | 48,492 | 20,971 | 27,521 |

Kanopy was added in September 2019

Freegal was added in May 2019

Hoopla was added in March 2020

Saline County Library

| Material Type | 2019 | 2020 | 2021 | Difference |
|---|---------------|---------------|---------------|---------------|
| Adult | | | | |
| Books and Audiobooks | 9,277 | 8,940 | 2,414 | 6,526 |
| eBooks | 5,893 | 6,619 | 6,925 | 306 |
| eAudiobooks | 2,721 | 3,569 | 3,444 | 125 |
| eMagazines | | 245 | 402 | 157 |
| DVDs | 9,053 | 7,850 | 1,102 | 6,748 |
| Music | 234 | 203 | 8 | 195 |
| Videogames | 516 | 616 | 92 | 524 |
| Boardgames | 60 | 21 | 7 | 14 |
| Library of Things (equipment, hot spots, cakepans, etc) | 14 | 40 | 66 | 26 |
| Kanopy (streaming films) | | 287 | 375 | 88 |
| Freegal (streaming music) | | 1,142 | 1,172 | 30 |
| Hoopla (downloadable books, movies & music) | | | 595 | 595 |
| Subtotal | 27,768 | 29,532 | 16,602 | 12,930 |
| Children's & Teen | | | | |
| Books and Audiobooks | 9,705 | 9,744 | 2,470 | 7,274 |
| Total | 37,473 | 39,276 | 19,072 | 20,204 |

Kanopy was added in September 2019

Freegal was added in May 2019

Hoopla was added in March 2020

Library Management Team Report
Bryant Branch
March 2021

Two positions have been filled. The Shelver position was filled by Rebekah Davidson and the Youth Services Librarian position by Rebecca Griffin. We are very happy to have them both.

On March 4th the Seed Library became active online for curbside pick-up. We have since received 46 orders to fulfill. Anna did a great job getting this organized and setup, and Julie and Kari helped by creating an online form for patron access.

Bella has ordered and received ten new hotspots, which are all up and running. Five are available to circulate for patrons and the other five are now available for staff use. These will help reduce the wait time for patrons who've placed holds.

Submitted by,

Rachel Wallace
Assistant Branch Manager

Library Management Team Report
Building Operations Department
March 2021

IT/Technology: The month was spent primarily supporting the staff and maintaining the library network. We began the process of testing the LPT One printing suite on our network, which will replace Papercut. We have also been preparing for the delivery of the lockers out in East End. We also helped Youth Services set up the broadcast for drive-in story time. I helped the Grant County Library with their remodel, by moving and re-setting up their computers and providing needed software updates. I'd like to commend Kyle for taking the lead and maintaining many of the day-to-day tasks in the IT department.

Maintenance: We restructured the way that maintenance will operate between Benton and Bryant, to prepare for Billy Jack taking over the Maintenance Coordinator position in Benton. I also began the process of having our access control system evaluated and upgraded in Benton. Rhonda has been doing a fantastic job in keeping the facilities clean for the staff and the patrons that use our temporary computer lab in Benton. Billy Jack came out just after the winter storm and treated the walkways to prevent injuries from slick surfaces.

It was a very busy month in both departments as we maintained the buildings, while also helping to plan for when we eventually re-open.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Community Engagement Report

March 2021

The Community Engagement Department has been busy doing a number of projects and working on getting ready for Summer Reading Program 2021. Staff has been participating in various Library Juice courses from the State Library on a variety of topics: Serving patrons with Autism, Mental Health Challenges, Mindfulness, and more. The department is also part of the upcoming 2022-2025 Strategic Planning Committee.

Adopt-A-Street Clean-Up

Tuesday, March 23 will be the first Adopt-a-Street Clean-up this year. We hope to get as much cleaned up along Smithers Drive as possible.

Virtual Programming

Patrons are continuing to enjoy the virtual programming. We are in conversations on expanding and offering a variety of programming. With Spring coming, our options will expand. During Valentine's Day weekend, a Virtual Speed Dating was very popular. Patrons are also enjoying the Discover Arkansas series. A few upcoming programs are Library Karaoke, Poetry for National Poetry Month next month, and Comic Book Club.

Buzz Box Update

Our Buzz Boxes in the Library of Things have been updated. We hope that our patrons will enjoy the new additions once we re-open for browsing appointments. Giant Jenga, Ukulele, Instant Pot, Air Fryer, Drill Set, Cake Decorating, and OBD2 scanner were added. A few were discontinued, and others consolidated.

Summer Reading Program 2021

Community Engagement staff participated in the Summer Reading Program meeting where conversations have started as to how we will serve our patrons in 2021. The adult patrons enjoyed the simplicity of the Summer Reading Program using our Beanstack software last year. This year, patrons will have a choice to participate either using Beanstack or track their reading on paper to accommodate all patrons.

Virtual Genealogy Conference

Starting today, the Genealogy Conference will be going live with Connie Knox. The content will be available for 60 days, and a live Q&A will be on March 23. There is a really great article with more information in this month's Experiences Magazine.

Submitted by,
Janine D. Jamison-Miller, MLS
Library Manager

Library Management Team Report

Library Manager Report

March 2021

2021 has gotten off to a good start, and we're working away. I have been working with the ArLA Nominations Committee, the ArLA Membership Committee, and attending Mid-Ark and LDD3 meetings.

Leadership Saline County

Last week, our Leadership Saline County class resumed where we stopped in 2020. Very happy and excited to reconnect with my classmates to resume our work. We will be working on our class project, which is a fundraiser that will be raising scholarship monies for a high school senior from Benton, Bryant, Bauxite, and Harmony Grove schools. Also, we will be raising money for a community non-profit organization. Our non-profit organization will be Fostering the Arts. We will be hosting a mini-golf tournament at Salty Harbor on May 1, 2021. More details to come.

Annual Youth Services Workshop

Throughout the year, I have continued to do committee work for the Arkansas State Library Youth Services Division. This year's presenter was author Jarrett Krosoczka. There were nearly 200 virtual participants from libraries across the state. Big thanks to Sarah Beth Lesko & Brittany Carter for presenting our program training guide, Jennifer Watson for presenting information about the Arkansas Teen Book Award, and Wendy Christy who was a presenter regarding Play to Learn, as well as a fellow committee member. I served throughout the day as a Room Wrangler and Facilitator for various breakout sessions throughout the day.

Library Journal & School Library Journal Seminar

Recently, Alissa Turner, Jordan Reynolds, Rebecca Kidder, and I finished a 3-week seminar called Equity in Action: Fostering an Anti-Racist Library Culture. We were presented awesome content from librarians across the nation and New York Times Bestselling Authors. We were trained on how to conduct a Diversity Audit of our collection to have inclusiveness in our collection, along with programming, and community conversations. There were over 1,000 participants from hundreds of library systems across the United States.

Submitted by,

Janine D. Jamison-Miller, MLS
Library Manager

Library Management Team Report

Marketing

February 2021

Friends Valentines Gift Bags

We sold 104 bags and made over \$520. Huge thank you to Public Services and Bryant for getting those out to the patrons in time for Valentine's Day. Also, Brad was a genius and invoiced people so they could pay with a card beforehand and that was a big help. Our next bags will be Mother's Day bags. Those will consist of a travel mug, book and small gift.

East End Lockers

Ace Hardware is going to be our location! It also works out great because their East End post office is there, and he is putting our locker in the highest traffic area. Rob has been working on this and I am so excited to see it happen. We plan on having a ribbon cutting and a treasure hunt once it is installed.

Strategic Plan Committee

The committee is in full force. We are still in the research phase, but our team is on schedule. We will finish up the research phase after summer reading.

Website and Office of Civil Rights

The OCR team was completely understanding with our situation and gave us so many trainings. We also met with BiblioCommons and Library Market to see how their website building process went. We hope to pick a vendor within the next month. A website implementation process takes between 5-7 months. Staff started adding captions to our videos to help with accessibility.

Virtual Book Sale

Our Virtual Book Sale went live Tuesday. We had so much participation in this. Jordan sent our email reminders beforehand. We are going to have a form for patrons to fill out the next time so we can start building our patron databases. In 48 hours, we made over \$281.

Bookin It 5k

Registration is live. So far, we have over \$2,000 in sponsorship money (more than last year) but only 13 signups so far. This is lower than last year. My goal is 100 signups. We will send out PR next week, Courier will post next week, and we will email last year's participants. Arkansas Medical Staffing is our main sponsor.

Submitted by,
Kari Beesley
Marketing Manager

Library Management Team Report
Public Services
March 2021

Public Services has been hard at work these last few months.

Our curbside service increased during January and February to helping an average of almost 400 patrons per day. In January, the department answered 479 reference questions while in February 388 questions were answered. Patrons are continuing to use our computer services. 282 computers were used in January while 255 computers were used in February. Thanks to our IT department, we are now able to assist patrons with computer needs from the circulation desk with specialized software. This not only helps our patrons, but keeps our employees at a safe distance.

In February, the department played a large role in the “Blind Date with a Book” service. They not only helped create lists of books, but the employees did an amazing job coming up with tag lines, genres, and hearts that were attached to each book. We had several positive comments about this service.

While working from home, Public Services’ employees have been participating in a variety of trainings, webinars, and courses to excel at their jobs. A few titles of these include “Fostering an Antiracist Library Culture,” “Emotional Intelligence for Librarians,” and “Assisting Patrons with Mental Disorders in Library Settings.” We are all very appreciative of this opportunity to continue learning.

Submitted by,
Rebecca Kidder
Public Services Manager

Library Management Team Report
Youth Services
March 2020

Over the last couple months, the youth services department has taken advantage of the Library Juice courses offered through the State Library. We have taken courses on outreach to Spanish speaking families, sensory storytimes, diverse collections, reader's advisory, and emotional intelligence.

We are starting to prep for summer. Since our take home kits have been so popular this past year we will be prepping over 1000 to hand out in June and July. We are planning on doing more drive-in storytimes during the summer at both library locations.

Jennifer, Wendy, and I will be presenters at the upcoming Arkansas Youth Services Workshop. Jennifer will be speaking about the Arkansas Teen Book Award, Wendy is sharing her program Play to Learn, and I will be sharing our Program Planning Guide and Children's Librarian Training Guide.

We are very happy to announce that our incredible Youth Services Assistant, Rebecca Griffin, has been promoted to Youth Services Librarian at the branch. I am excited for her to be able to utilize even more of her creativity in this new position.

Submitted by,

Sarah Beth Lesko

Youth Services Manager



SALINE COUNTY LIBRARY

2021 Pay Grades and Ranges

| Pay Grade | Position | Quartile 1 | Quartile 2 | MID | Quartile 3 | Quartile 4 | MAX |
|-----------|--|------------|------------|---------|------------|------------|---------|
| | | 80-89% | 90-99% | 100% | 101-110% | 111-120% | 120% |
| 1 | Housekeeper Shelver | \$10.81 | \$12.16 | \$13.51 | \$13.65 | \$15.00 | \$16.22 |
| 2 | Branch Maintenance and Housekeeper Library Assistant Youth Services Assistant | \$11.93 | \$13.42 | \$14.91 | \$15.06 | \$16.55 | \$17.89 |
| 3 | Collections Assistant Library Assistant: InterLibrary Loan Library Assistant: Programming Youth Services Assistant: Programming | \$13.04 | \$14.68 | \$16.31 | \$16.47 | \$18.10 | \$19.57 |
| 4 | Maintenance Coordinator | \$13.61 | \$15.31 | \$17.01 | \$17.18 | \$18.88 | \$20.41 |
| 5 | Adult Programmer Financial Coordinator IT Systems Coordinator | \$14.72 | \$16.56 | \$18.41 | \$18.59 | \$20.43 | \$22.09 |
| 6 | Assistant Branch Manager Branch Librarian Cataloging Librarian Community Librarian Marketing Coordinator Outreach Librarian Youth Services Librarian | \$15.29 | \$17.20 | \$19.11 | \$19.30 | \$21.21 | \$22.93 |
| 7 | Collections Manager Marketing Manager Public Services Manager Systems Administrator Technology Manager Youth Services Manager | \$18.93 | \$21.29 | \$23.66 | \$23.90 | \$26.26 | \$28.39 |
| 8 | Branch Manager Human Resources Manager | \$21.16 | \$23.81 | \$26.45 | \$26.72 | \$29.36 | \$31.74 |
| 9 | Library Manager | \$23.28 | \$26.19 | \$29.09 | \$29.39 | \$32.30 | \$34.91 |
| 10 | Library Director | \$32.36 | \$36.41 | \$40.46 | \$40.86 | \$44.91 | \$48.55 |

The Arkansas minimum wage increased to \$11.00 effective January 1, 2021. All employees are being paid minimum wage or above, but the starting rate in Pay Grade 1 is currently under the required minimum wage. To make the salary schedule compliant, the entire pay scale needs to increase by 1.8%. Alternatively, the starting rate in Pay Grade 1 could be increased by 1.8%, which would result in Pay Grade 1 being compressed in relation to the other pay grades. Because we don't have any staff below the new minimum wage this could be addressed at the July meeting.

Saline County Library

Compensation Policy DRAFT

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.

The Saline County Library Pay Schedule is made up of 9 pay grades: 1 (lowest) to 9 (highest). Library positions are distributed among pay grades based on the level of difficulty, responsibility, and qualifications required. Every grade has 17 step rates that are each worth approximately 2.5%.

New employees must start at no less than the minimum starting rate in the pay grade of the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience, and should be in proper relation to similarly situated employees in the same pay grade.

Types of pay increase

1. Step Rate Increase – merit/performance

Step rate increases are used to reward successful performance. Each year, the Saline County Library Board of Trustees will determine whether adequate funding for the step increase is available. In years in which the budget can support a step increase, staff with satisfactory performance will be increased by one step, or approximately 2.5%. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. The step rate increase is completely at the discretion of the library board.

Evaluation of Employee Performance

Employee performance is to be formally reviewed at least once each year. 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. All performance evaluations are reviewed by the Director and HR Manager to ensure accuracy and consistency between departments.

Employee performance evaluations rate ten key areas with a rating scale of 1=Never to 5=Always resulting in overall scores from 10 to 50. Employees receiving scores of 40 and higher have demonstrated satisfactory performance. Employees receiving scores of 39 or lower are considered to have demonstrated unsatisfactory performance and are not eligible for a step rate increase.

If the employee performance evaluation shows that performance expectations were met during the year, the employee will be eligible to receive a raise on their anniversary date.

Step Rate Increase Eligibility

Employees at the maximum of their pay grade shall have their base pay frozen and are not eligible for a step increase until their rate falls below the maximum of the range due to a cost of living adjustment.

Step increases are not automatic and are solely at the discretion of the library board.

Seasonal employees are not eligible for step increases.

2. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise equivalent to one or two steps under the following circumstances:

- Any library employee earning a Master's Degree in Library Science from an ALA-accredited program - two steps
- Any employee in a non-library specific position earning a Bachelor's or Master's degree in a field that directly pertains to their position – one step
- Any employee earning a significant certification directly pertaining to their position – one step

The eligibility of a non-library specific degree or certification will be decided by the HR Manager. Upon successful completion of the degree program, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

3. Cost of Living Adjustment (COLA)

The cost of living adjustment is a periodic increase to the entire pay schedule that accommodates the rising cost of living. Every year the Board of Trustees will review the COLA as determined by the Social Security Administration and any premium increases in the Saline County benefits package. As a general rule, COLAs are only made every 3-5 years.



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

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on March 15, 2021, the Board of Trustees approved card authorization for the following staff:

| | <u>General Account</u> |
|--|------------------------|
| Patty Lynn Hector, Library Director | \$8000 |
| Sarah Beth Lesko, Youth Services Manager | \$5000 |
| Alissa Turner, Community Librarian | \$1500 |
| Leigh Espey, Bryant Branch Manager | \$2000 |
| Janine Miller, Library Manager | \$5000 |
| Kari Beesley, Marketing Manager | \$2000 |
| Rob Walton, Building Operations Manager | \$2500 |
| Billy Jack Osborne, Maintenance Coordinator | \$500 |

Please add a credit account for Billy Jack Osborne in the amount of \$500.

Signed,

Dustin Sanders
Chair, Library Board of Directors