

**Saline County Library
Board of Trustees
Agenda**

**Date: 3/28/2022 | Time: 3:30 p.m.
1800 Smithers, Benton, AR**

- 1) Call to Order
- 2) Announcements
- 3) Minutes from the 1/24/22 board meeting
- 4) Financial Reports
 - a) Income and Expense Reports
 - b) Budget Modification Report
- 5) Discussion Items
 - a) Director's Report
 - b) Library Management Team Reports
- 6) Unfinished Business
 - a) Regionalization
- 7) New Business
 - a) Library Deletions
 - b) Audit Report for 2020
 - c) Updated Policy Manual
- 8) Adjourn

Next regular board meeting May 16, 2022

Board Meeting Minutes

January 24, 2022

Attendees:

Lindsay Jordan, Board Member
Marian Douglas, Board Member
Allison Nolley, Board Member
Laine Holleran, Board Member
Sandra Porter, Friends of the Library

Patty Hector, Director
Leigh Espey, Library Manager
Heather Phipps, HR Manager
Brad Crumby, Financial Coordinator

Excused:

Caroline Miller Robinson, Board Chair

- I. Call to Order
Jordan called the meeting to order at 3:36 PM.
- II. Announcements
Library Director Adam Webb from Garland County is a guest for the board meeting today.
- III. Minutes from the 1/24/2022 board meeting
Nolley moved to accept the minutes as presented. Holleran seconded the motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Nolley moved to accept the reports as presented. Holleran seconded the motion, which passed unanimously.
 - b. Budget Modification Report
Douglas moved to accept the report as presented. Nolley seconded the motion, which passed unanimously.
- V. Discussion Item
 - a. Friends of the Library Report – Secretary, Sandra Porter during the 12/1/2021 board meeting a draft was created for a revision of the bylaws. They also decided on three main goals for 2022.
 1. More community involvement with the awareness of the bookstore.
 2. Continue with the quarterly newsletter.
 3. Highlight areas on website updates like the big donation of WWII books.We had 347 hours from the board members and 177 hours from the volunteers worked through November. As of November 30th we had a budget of \$18,720.19
 - b. Director's Report - *Included in packet*

Hector shared that the delivery has been delayed for our new furniture. We are also waiting for quotes from our insurance for the accident that happened involving the

pavilion. In-person programming has been cancelled through the end of January due to the rise in COVID cases.

- c. Library Management Team Reports - Includes: Library Manager, Branch, Public Services, Youth Services,

VI. Unfinished Business

a. Regionalization Discussion

Director Adam Webb from Garland County attended the Saline County board meeting to present the SWOT analysis with Director Patty Hector concerning a merge of the two counties into regionalization. No motion necessary since this was just a discussion about the benefits and possible threats of merging the two libraries.

VII. New Business

a. Library Deletions

Nothing presented at this time.

A motion was put forth by Holleran to change the next board meeting date to 3/28/2022 because of spring break. Nolley seconded the motion, which passed unanimously.

VIII. Jordan adjourned the meeting at 4:38 PM.

Submitted by,

Heather Phipps
HR Manager
Board Secretary



Saline County Library

Budget vs. Actuals: 2022 Budget - FY22 P&L

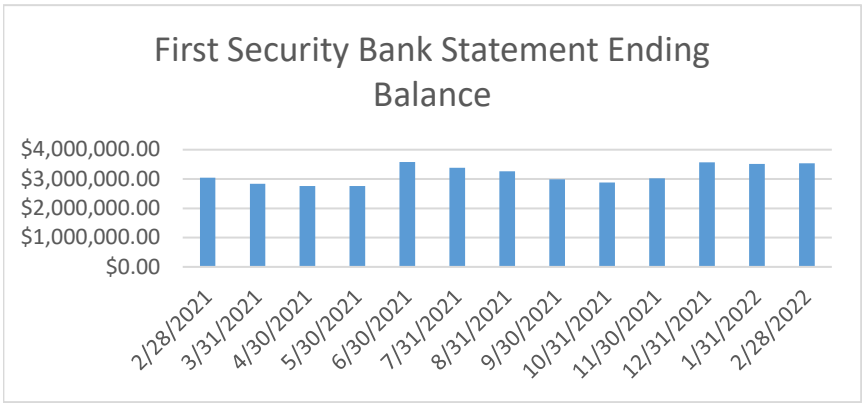
January - February, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	556,779.01		-556,779.01	
4200 State Aid	28,407.91		-28,407.91	
4210 State Scholarship Money	2,700.00		-2,700.00	
4310 Book Sale	4,006.93		-4,006.93	
4330 Copies/Printing	2,879.82		-2,879.82	
4340 Damage	72.51		-72.51	
4350 Fines / Fees	770.04		-770.04	
4365 Fundraising	55.00		-55.00	
4370 Gifts/Memorials	50.00		-50.00	
4410 Interest Income	2,302.07		-2,302.07	
4420 Lost Item	206.93		-206.93	
4455 Passport Fee	3,845.00		-3,845.00	
4460 Refund	11,089.79		-11,089.79	
4470 Replacement Card	62.00		-62.00	
Total Revenue	\$613,227.01	\$0.00	\$ -613,227.01	0.00%
GROSS PROFIT	\$613,227.01	\$0.00	\$ -613,227.01	0.00%
Expenditures				
6560 Payroll Expenses				
0100 Wages	254,376.94	1,660,000.00	1,405,623.06	84.68 %
0600 Taxes (Fed, AR, SUTA)	19,576.84		-19,576.84	
0800 Retirement	38,085.05		-38,085.05	
0900 Insurance Benefits	34,148.34		-34,148.34	
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	174.00	1,000.00	826.00	82.60 %
200 Step increases for staff who qualify		26,800.00	26,800.00	100.00 %
Company Contributions				
Insurance Benefits				
Health Insurance		230,000.00	230,000.00	100.00 %
Total Insurance Benefits		230,000.00	230,000.00	100.00 %
Retirement		255,000.00	255,000.00	100.00 %
Taxes (Fed, AR, SUTA)		132,000.00	132,000.00	100.00 %
Total Company Contributions		617,000.00	617,000.00	100.00 %
Total 6560 Payroll Expenses	346,361.17	2,310,800.00	1,964,438.83	85.01 %
6700 Supplies				
1600 Printing	900.03	10,000.00	9,099.97	91.00 %
1700 General Supplies	8,267.15	30,000.00	21,732.85	72.44 %
2000-1 Janitorial Supplies	1,159.80	8,000.00	6,840.20	85.50 %
3300 Service Contracts	16,300.02	105,000.00	88,699.98	84.48 %
Total 6700 Supplies	26,627.00	153,000.00	126,373.00	82.60 %
6800-1 Professional Services				
4900 Communications	5,174.77	40,000.00	34,825.23	87.06 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
5000 Postage	1,679.79	12,000.00	10,320.21	86.00 %
68-4500 Engineering & Architectural		5,000.00	5,000.00	100.00 %
6800 Other Professional Services	1,121.27	15,000.00	13,878.73	92.52 %
Total 6800-1 Professional Services	7,975.83	72,000.00	64,024.17	88.92 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	274.32	3,000.00	2,725.68	90.86 %
70-5200 Fuel for Personal Vehicle Use	146.37	2,000.00	1,853.63	92.68 %
70-5300 Airline and Rental Car		5,000.00	5,000.00	100.00 %
Total 7000 Transportation	420.69	10,000.00	9,579.31	95.79 %
7050 Advertising	9,841.04	25,000.00	15,158.96	60.64 %
7100 Insurance				
71-5800 Fire and Extended Coverage		15,000.00	15,000.00	100.00 %
71-5900 Vehicle Insurance	2,213.74	4,000.00	1,786.26	44.66 %
Total 7100 Insurance	2,213.74	19,000.00	16,786.26	88.35 %
72-6000 Utilities				
6100 Electricity	7,855.00	75,000.00	67,145.00	89.53 %
6200 Gas	4,607.83	18,000.00	13,392.17	74.40 %
6300 Water	335.71	6,500.00	6,164.29	94.84 %
6400 Waste Disposal	987.86	8,000.00	7,012.14	87.65 %
Total 72-6000 Utilities	13,786.40	107,500.00	93,713.60	87.18 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	1,424.41	40,000.00	38,575.59	96.44 %
73-6600 Machinery and Equipment	31.69	20,000.00	19,968.31	99.84 %
Total 7300 Repairs and Maintenance	1,456.10	60,000.00	58,543.90	97.57 %
7400 Miscellaneous				
74-7300 Dues and Memberships	7,376.85	5,000.00	-2,376.85	-47.54 %
7900 Meals and Lodging		3,000.00	3,000.00	100.00 %
8200 Refund	17.80	2,000.00	1,982.20	99.11 %
8300 Scholarship Payment	2,700.00		-2,700.00	
8600 Software	21,160.04	80,500.00	59,339.96	73.71 %
Total 7400 Miscellaneous	31,254.69	90,500.00	59,245.31	65.46 %
8500-1 All Programming	6,505.92	90,000.00	83,494.08	92.77 %
8700 Staff Development	1,355.20	5,000.00	3,644.80	72.90 %
8752 Fundraising Expenses	146.68	1,000.00	853.32	85.33 %
8800 Books/Magazines/Video/Audio	72,685.08	550,000.00	477,314.92	86.78 %
Grant-3047 ARPA Grant 2021	11,665.32		-11,665.32	
Total Expenditures	\$532,294.86	\$3,493,800.00	\$2,961,505.14	84.76 %
NET OPERATING REVENUE	\$80,932.15	\$ -3,493,800.00	\$ -3,574,732.15	102.32 %
Other Expenditures				
9100 Building and Furnishings	64,168.47	100,000.00	35,831.53	35.83 %
9300 Machinery and Equipment	9,350.37	35,000.00	25,649.63	73.28 %
9500 Other Miscellaneous Expenditure		9,131.00	9,131.00	100.00 %
Total Other Expenditures	\$73,518.84	\$144,131.00	\$70,612.16	48.99 %
NET OTHER REVENUE	\$ -73,518.84	\$ -144,131.00	\$ -70,612.16	48.99 %
NET REVENUE	\$7,413.31	\$ -3,637,931.00	\$ -3,645,344.31	100.20 %

First Security Bank Statement Ending Balance

Date	Amount
2/28/2021	\$3,043,663.90
3/31/2021	\$2,832,781.85
4/30/2021	\$2,755,979.69
5/30/2021	\$2,755,978.69
6/30/2021	\$3,577,929.20
7/31/2021	\$3,385,819.82
8/31/2021	\$3,258,632.77
9/30/2021	\$2,990,957.80
10/31/2021	\$2,879,185.93
11/30/2021	\$3,024,632.52
12/31/2021	\$3,568,221.46
1/31/2022	\$3,508,512.84
2/28/2022	\$3,538,379.96



JANUARY AND FEBRUARY 2022 STATISTICS

38,157 people have a library card

Library visitors:
21,867

Adult program
attendance: 250

Youth program
attendance: 1,368

MATERIALS



Books borrowed:
23,599



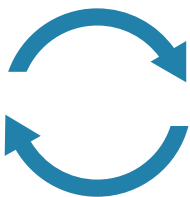
DVDs borrowed:
7,259



Misc. items borrowed:
2,495

Total circulation: 33,353

SERVICES



Interlibrary loans:
Loaned: 55
Borrowed: 25



Home delivery: 16



Books by Mail:
25



Passports: 117

DIGITAL RESOURCES

e-content: 33,409

catalog use: 23,116

database use: 1,914

facebook reach:
173,009

computer access: 1,661

app use: 5,235

instagram followers:
1,497

total app installs: 217

twitter impressions:
4,600

support questions:
4,740

newsletter subscribers:
4,993

web searches: 4,929

website visits: 36,000



Director's Report

March 2022

Bad Weather

The library was closed Thursday and Friday, Feb. 3 & 4, when the ice storm hit. We had enough staff who could get into Benton to open it on Saturday, but we couldn't get Bryant open. The parking lots at both locations were covered in a sheet of ice. It took Billy nearly all day to get Benton partially cleared and sidewalks safe to walk on. Hayley, Heather, Joel, Brad and I were able to make it in and stayed busy all day. Billy had talked to the County Road Dept. on Wed. prior to the storm to see if they could clear our parking lots, but they couldn't get to us until Tuesday. It took them all Tuesday afternoon to clear Bryant and they made it to Benton on Wednesday morning.

Staff Back in Building

When omicron was surging in January with over 10,000 cases reported a day, I had staff who shared small office spaces and could work from home work in split shifts. By the end of February we were all back in the building.

Poverty Simulation

Several staff went to a poverty simulation sponsored by Saline Cares and UALR. It is eye opening to get an idea of what it might be like to be a part of a family with limited financial means trying to make it from month to month. Poverty is often hiding within a lot of families who may not show it or feel comfortable talking about it. In Arkansas, 41% of households can't make ends meet. 17% live below the poverty level, and an additional 24% qualify as ALICE, which means they earn above the Federal Poverty Level but less than the cost of living in their county. ALICE stands for Asset Limited, Income Constrained, Employed.

Remodel Update

The lounge chairs for upstairs, the tables and chairs for the meeting room and the toddler table and chairs for Youth Services have arrived. We are still waiting on the privacy seating. It should be here in a few weeks. We were able to give our old furniture away to several Mid-Ark Libraries and an academic library in Hot Springs. The new furniture looks great.

The insurance company paid us to fix the roof that the furniture delivery vehicle damaged. Oltman's Roofing will be repairing it soon.

Second ARPA Grant Turned In

This second grant is less flexible in what it covers. HVAC systems seems to be a priority so I'm hopeful that if the libraries are funded, we will get our chiller replaced with this funding. Here is the list of categories and the projects that we requested. We've heard that outdoor programming items are not considered high priority so we may not be getting the awning or storywalks.

There is a 24-week lead time on the chiller, so I ordered it in March knowing that it won't get here until mid-August. Even if the second ARPA grant doesn't come through, we have the CARES Act money that we can use and it does have to be replaced.

Project Category	Project Description	Quantity	Total Project Cost (in whole dollars)
Clean Air	HVAC Chiller Replacement	1	\$146,000
Clean Air	Air Purification System for HVAC	2	\$10,963
Hygienic Facilities	Replace carpet in staff areas	1	\$91,534
Hygienic Facilities	Hands-free Bottle Fillers	4	\$4,000
Hygienic Facilities	Touchless Flush Valves for Toilets	19	\$10,000
Remote and Low-Touch Services	Remote Holds Locker	1	\$35,000
Remote and Low-Touch Services	Storywalks for Remote Locations	2	\$14,606
Remote and Low-Touch Services	Awning for Patio at Bryant Branch	1	\$15,000

BiblioCommons

SirsiDynix moved Mid-Ark to our own server in the cloud so now we are ready to start the implementation of BiblioCore. Julie will be working on this for the next few months.

Submitted by,
Patty Hector
Library Director

Library Management Team Report
Department
March 2022

Nature Play Space Update

The play features for the Nature Play Space have arrived! We are working on designing and ordering the sponsorship plaques for the features.

A Family Planting Party is scheduled for March 28th at 10:00 so that patrons can help plant flowers in the raised bed.

We are planning a grand opening of the Space at the beginning of May.

Passport Application Acceptance

We are continuing to see a rise in passport applicants coming to the library. We have accepted over 100 applications, just in Benton, in February and March with four days remaining in March!

Public Services Manager, Amanda Garrison, has begun the process of becoming our newest acceptance agent.

Submitted by,
Leigh Espey
Library Manager

Library Management Team Report

Branch

March 2022

Seed Library

Anna has been hard at work running and filling orders for our Seed Library. So far this year, there are 308 members in our seed library; with 238 of those being new members from last year. Since January, over 2,500 seed packs have been dispensed.

Teen Volunteers

We are in the process of revamping our teen volunteer program. We've had a total of 6 volunteers this year that help with a variety of tasks around the library. This not only helps us, but it's a great opportunity for our local teens.

Staff Swap

We recently participated in a staff swap with Garland County Library. This was a very eye-opening experience for both sets of staff. During Anna's time at Garland County, she learned an assortment of how things are done at a different library and even received great tips and ideas. Rachel will soon be swapping to learn more about Garland County's system.

Bryant Makerspace

Tamantha is doing a tremendous job at organizing, restocking, and getting our Makerspace ready to be open starting in May. We are enthusiastic to have our Makerspace open for patrons again.

Library Modifications & Projects

There are an assortment of modifications and projects going on at the branch.

With summer coming up, accepting passport applications in the meeting room will no longer be ideal since it'll be used for Summer Reading programs. Recently, a fire marshal came out and approved moving the server and making that room a passport office. Rob and Billy will be overseeing this project. With a lot of work, we hope to have this process completed by the end of May.

We are also in the process of receiving a variety of shelving quotes that cover our new book area, expand juvenile and young adult sections, and make our teen area more customized.

Submitted by,
Rebecca Kidder
Branch Manager

Library Management Team Report

Community Engagement

March 2022

Marketing

We are working on getting more of the new brand out there and editing the website. This is will a long project that will take a good bit of time. Signage will be going up soon to complete Phase 1 of that project. Bella and Jordan have started the Leadership Saline County class and will graduate that in May.

In January, our Facebook page had 79 posts, 2,034 link clicks, and reach of 68,092. In February, our Facebook page had 94 posts, 2,924 link clicks, and reach of 82,963.

Outreach

Bella is continuing her combined visits with Youth Services and adding more. She is also going to community events as the pop up and introducing herself to community leaders in outlying areas like Haskell, East End, and Paron. She is working with MidArk to get a bookmobile storytime event added in Paron since they have an afterschool younger kid's crowd.

Bella is also in the works to planning 3 larger scale events in June to promote more Summer Reading participation. These will be a Haskell Fishing Derby in partnership with Arkansas Game and Fish, East End Fun Day at the Park in partnership with the iCan Arts Center, and a HSV storytime in partnership with the Hot Springs Village.

Programming

In January we had 11 adult programs (8 virtual, 3 in person) and had 64 people in attendance. Over 120 kits were made and only 2 not picked up. Our FB views was over 800 and reach was 2,248. In February we had 9 adult programs (6 virtual, 3 in person, 1 rescheduled due to weather) and had 58 people in attendance. 75 kits were made and distributed. Our FB views was over 550 and reach was 1,499.

Mason will be doing a webinar on Grandpads. The Grandpads company has also asked to use Mason's demonstration video on their website.

We received a call from an Illinois librarian complementing our Niche Academy and Virtual Programming. This librarian is also hosting a conference/webinar series and has asked for our department to present. Susie and Mason will work together to do this. They have both done FANTASTIC!

Submitted by,
Kari Lapp
Community Engagement Manager

Library Management Team Report

Building Operations

March 2022

IT Department

We upgraded some of our older equipment (monitors and computers), as the older equipment was nearing the end of their life cycles. IT also assisted in the switch over to a dedicated server at Sirsi for our ILS, updating the configuration on several of our third-party systems so that they would work with the new server. I have also completed our 2022 e-rate proposals, which will ensure that we continue to pay a discounted rate for our internet access every month and will facilitate a restructure of our internal network with updated equipment. Outside of that, we have continued to maintain our network and all associated equipment, ensuring that staff and patrons have access to our resources.

Maintenance Department

We have approved a proposal to restore the lights in our parking lot on the west side of the building. We also assisted Harrison Energy Partners in installing and activating a device that allows authorized individuals to access our HVAC system remotely. We are actively involved in the planning process of replacing our chiller, which will happen sometime later in the year.

We had our annual fire sprinkler and backflow inspection done this month and we were made aware of a few issues: 1) a sprinkler head in the Makerspace had been capped off and needs to be replaced and 2) there is pinhole leak in the supply feed pipe in the riser room that needs to be fixed. These will be corrected very soon.

Finally, we have a tree service coming out to cut the trees back from our pole lights and hanging signs in the parking lot. They will also be removing two trees: one in which the roots are growing dangerously close to a water line and one which could cause issues with our foundation.

Housekeeping

We welcomed Tatiana Ortega to the Building Operations team on February 17 and she has done an amazing job in Housekeeping thus far. She and Brittion have done a wonderful job in ensuring that both Benton and Bryant are clean and presentable to both staff and patrons. With the addition of Tatiana to our team, beginning April 1st, Service Master will only be responsible for the floors in Benton and Bryant going forward.

Submitted by,
Rob Walton
Building Operations Manager

Library Management Team Report

Public Services

March 2022

Statistics

In January, computers were used 781 times for 545 hours and 33 minutes, 41.912 minutes on average, 1372 questions were asked (179 computer questions, 525 general questions, 69 reference questions and 590 phone calls) and 8288 patrons visited, an average of 345 per day. In February, computers were used 582 times for 359 hours and 42 minutes, 36.979 minutes on average, 906 questions were asked (123 computer questions, 329 general questions, 52 reference questions and 402 phone calls) and 7040 patrons visited, an average of 361 per day. We were closed 3.5 days for winter weather and a holiday in February, so that's a good number of visitors for such a short month!

Staff Changes

We have had a couple of staff changes since the previous report. Shelver Lauren Reynolds left and we welcomed Lydia Cheatham to the team in her place, and we are currently on the lookout for another shelver after Raye Gresham just decided to leave as well. The rest of the staff is working very well together. I think our team is rounding out nicely!

Weeding the Collection

We have begun a weeding project to make room for more new adult fiction titles. We're weeding titles that have not circulated since 2018, before the pandemic, which is making our shelves look neater and tidier. Items are also being weeded for damage or poor condition. As of the date of this report, public services staff has made it about a third of the way through the collection.

Submitted by,
Amanda Garrison, MLS
Public Services Manager

Library Management Team Report

Youth Services

March 2022

Youth Services

On, March 11, the entire Youth Services staff attended the State Library's Youth Services Workshop at the Ferndale 4-H Center. The main speaker was an author who shared her process for writing a book, how she gets ideas, and the publishing process. We got lots of ideas from the breakout sessions. Jennifer Watson led a discussion group on teen programming. Jordan Sandlin and Jennifer Watson presented a session about our tween Book Café program.

With Kari's help, we have been working with the Benton Parks Department to set up a Storywalk® on the walking trail at Sunset Lake Park. We are hoping to have the story set up by the end of the month.

Library Prom is coming back this year on April 9th. We have prom dresses out for teens to use again this year. The dresses work just like our Halloween costumes; first-come, first-served, if you love it, it's yours. We've already had several very happy parents and teens. We are in the process of setting up a time to visit Project Prom so that we will have more selection.

Youth Services and CED are in the middle of getting ready for Summer Reading. This year's theme is Dig into Reading, and our logo was designed by Ashlyn Wilcox. The majority of our programs will be in person with registration this year. Kari was able to connect us with one of the Bryant elementary schools, and they are letting us use their gym for our Animology program.

Submitted by,
Wendy Christy
Youth Services Manager

Items to be Deleted from Inventory
March 28, 2022

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
0538	Side Table	368.27	Aug 2003	Innerplan	Donated
0550	Armchair	143.41	Aug 2003	Innerplan	Donated
0551	Armchair	143.41	Aug 2003	Innerplan	Donated
0552	Armchair	143.41	Aug 2003	Innerplan	Donated
0553	Armchair	143.41	Aug 2003	Innerplan	Donated
0554	Armchair	143.41	Aug 2003	Innerplan	Donated
0555	Armchair	143.41	Aug 2003	Innerplan	Donated
0556	Armchair	143.41	Aug 2003	Innerplan	Donated
0557	Armchair	143.41	Aug 2003	Innerplan	Donated
0558	Armchair	143.41	Aug 2003	Innerplan	Donated
0559	Armchair	143.41	Aug 2003	Innerplan	Donated
0560	Armchair	143.41	Aug 2003	Innerplan	Donated
0561	Armchair	143.41	Aug 2003	Innerplan	Donated
0562	Armchair	143.41	Aug 2003	Innerplan	Donated
0563	Armchair	143.41	Aug 2003	Innerplan	Donated
0564	Armchair	143.41	Aug 2003	Innerplan	Donated
0565	Armchair	143.41	Aug 2003	Innerplan	Donated
0566	Armchair	143.41	Aug 2003	Innerplan	Donated
0567	Armchair	143.41	Aug 2003	Innerplan	Donated
0568	Armchair	143.41	Aug 2003	Innerplan	Donated
0569	Armchair	143.41	Aug 2003	Innerplan	Donated
0570	Armchair	143.41	Aug 2003	Innerplan	Donated
0571	Armchair	143.41	Aug 2003	Innerplan	Donated
0572	Armchair	143.41	Aug 2003	Innerplan	Donated

0573	Armchair	143.41	Aug 2003	Innerplan	Donated
0574	Armchair	143.41	Aug 2003	Innerplan	Donated
0575	Armchair	143.41	Aug 2003	Innerplan	Donated
0576	Armchair	143.41	Aug 2003	Innerplan	Donated
0577	Armchair	143.41	Aug 2003	Innerplan	Donated
0578	Armchair	143.41	Aug 2003	Innerplan	Donated
0579	Armchair	143.41	Aug 2003	Innerplan	Donated
0580	Armchair	143.41	Aug 2003	Innerplan	Donated
0581	Armchair	143.41	Aug 2003	Innerplan	Donated
0582	Armchair	143.41	Aug 2003	Innerplan	Donated
0583	Armchair	143.41	Aug 2003	Innerplan	Donated
0584	Armchair	143.41	Aug 2003	Innerplan	Donated
0585	Armchair	143.41	Aug 2003	Innerplan	Donated
0586	Armchair	143.41	Aug 2003	Innerplan	Donated
0587	Armchair	143.41	Aug 2003	Innerplan	Donated
0588	Armchair	143.41	Aug 2003	Innerplan	Donated
0589	Armchair	143.41	Aug 2003	Innerplan	Donated
0590	Armchair	143.41	Aug 2003	Innerplan	Donated
0591	Armchair	143.41	Aug 2003	Innerplan	Donated
0592	Armchair	143.41	Aug 2003	Innerplan	Donated
0593	Armchair	143.41	Aug 2003	Innerplan	Donated
0594	Armchair	143.41	Aug 2003	Innerplan	Donated
0595	Armchair	143.41	Aug 2003	Innerplan	Donated
0596	Armchair	143.41	Aug 2003	Innerplan	Donated
0597	Armchair	143.41	Aug 2003	Innerplan	Donated
0598	Armchair	143.41	Aug 2003	Innerplan	Donated
0599	Armchair	143.41	Aug 2003	Innerplan	Donated

0600	Armchair	143.41	Aug 2003	Innerplan	Donated
0601	Armchair	143.41	Aug 2003	Innerplan	Donated
0602	Armchair	143.41	Aug 2003	Innerplan	Donated
0603	Armchair	143.41	Aug 2003	Innerplan	Donated
0604	Armchair	143.41	Aug 2003	Innerplan	Donated
0605	Armchair	143.41	Aug 2003	Innerplan	Donated
0606	Armchair	143.41	Aug 2003	Innerplan	Donated
0607	Armchair	143.41	Aug 2003	Innerplan	Donated
0608	Armchair	143.41	Aug 2003	Innerplan	Donated
0609	Armchair	143.41	Aug 2003	Innerplan	Donated
0610	Armchair	143.41	Aug 2003	Innerplan	Donated
0611	Armchair	143.41	Aug 2003	Innerplan	Donated
0612	Armchair	143.41	Aug 2003	Innerplan	Donated
0613	Armchair	143.41	Aug 2003	Innerplan	Donated
0614	Armchair	143.41	Aug 2003	Innerplan	Donated
0615	Armchair	143.41	Aug 2003	Innerplan	Donated
0616	Armchair	143.41	Aug 2003	Innerplan	Donated
0617	Armchair	143.41	Aug 2003	Innerplan	Donated
0618	Armchair	143.41	Aug 2003	Innerplan	Donated
0619	Armchair	143.41	Aug 2003	Innerplan	Donated
0823	Cushioned Chair	690.18	Aug 2003	Innerplan	Donated
1773	7.5 ft Christmas Tree	*250.00	Unknown	Unknown	Donated
2644	Office Chair	192.43	Sep 2012	Hubble-Mitchell	Donated

Arkansas

Sen. Ronald Caldwell
Senate Chair
Sen. Gary Stubblefield
Senate Vice Chair



Rep. Richard Womack
House Chair
Rep. Nelda Speaks
House Vice Chair

Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

MANAGEMENT LETTER

Saline County, Arkansas Officials and Quorum Court Members
Legislative Joint Auditing Committee

The commentary contained in this letter relates to the following officials who held office during 2020:

County Judge: Jeff Arey
Treasurer: Larry Davis
Sheriff: Rodney Wright
Tax Collector: Holly Sanders (appointed July 1, 2020)
Joy Ballard (resigned June 30, 2020)
County Clerk: Doug Curtis
Circuit Clerk: Myka Bono-Sample
Assessor: Bob Ramsey
County Librarian: Patty Hector
District Court Clerk: Leah Redmon
Airport Commission Chairman: Brandon Guillot

No issues came to our attention that we considered necessary of reporting to management.

This letter is intended solely for the information and use of the Legislative Joint Auditing Committee, the Quorum Court and County management, and other parties as required by Arkansas Code, and is not intended to be and should not be used by anyone other than these specified parties. However, pursuant to Ark. Code Ann. § 10-4-417, all reports presented to the Legislative Joint Auditing Committee are matters of public record and distribution is not limited.

ARKANSAS LEGISLATIVE AUDIT

A handwritten signature in cursive script that reads "Marti Steel".

Marti Steel, CPA
Deputy Legislative Auditor

Little Rock, Arkansas
November 8, 2021



Employee Manual

02/01/2022

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Saline County Library. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Saline County Library adheres to the policy of employment at will, which permits the Library or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Library documents. These Library documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Library guidelines. The Library may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will.

This handbook supersedes all prior handbooks.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1 Introduction

For employees who are commencing employment with Saline County Library, on behalf of Saline County Library, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Saline County Library. We understand that it is our employees who provide the services that our patrons rely upon, and who will enable us to create new opportunities in the years to come.

1-2 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions made by the Saline County Library will be based on merit, qualifications, and abilities. The Saline County Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Any employee with questions or concerns about any type of discrimination in the workplace should promptly bring these issues to the attention of the Library Director. If the Library Director is the source of the problem, you should report the problem to the Saline County Library Board of Trustees. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1-3 Sexual and Other Unlawful Harassment

Harassment of any type (sexual, racial or otherwise) is strictly prohibited by the Saline County Library. The Saline County Library specifically prohibits and has absolutely no tolerance for any form of harassment, discrimination or unprofessional conduct on the part of its employees. It is expected that all employees will treat each other with dignity and respect. Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge.

It is not possible to describe or define all types of harassment. However, harassment includes verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age or disability, and that (i) has the purpose or effect of creating an intimidating, hostile, or offensive working environment, (ii) has the purpose or effect of unreasonably interfering

with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, (i) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age or disability, (ii) written or graphic material that belittles or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the premises of the Saline County Library or circulated in the workplace and (iii) sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature.

If you feel that you are being harassed in any way by another employee, a public official, or by a customer or vendor, it is your absolute right and obligation to promptly make your feelings known to your immediate supervisor. If your immediate supervisor does not agree with your position, if you are not satisfied with the way your complaint has been handled, if you do not feel comfortable discussing the matter with your immediate supervisor, or if your immediate supervisor is the source of the problem, you should promptly report the problem to the Library Director. The matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken, up to and including termination of the employee who is found to have violated this policy. Once the investigation has been completed, you will be informed of the outcome. You will not be penalized in any way for reporting such conduct concerning yourself or another person. Reprisals against any employee reporting an allegation of harassment will not be tolerated.

Do not assume that the Library Director is aware of your problem. It is your responsibility to bring information, complaints and/or concerns to the attention of the Library Director so that action can be taken to resolve the problem.

1-4 Drug-Free and Alcohol-Free Workplace

It is the Library Director's desire to provide a safe, healthful and drug/alcohol free workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Saline County Library's premises and while conducting business-related activities off the Saline County Library's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

1-5 Workplace Violence

Saline County Library is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Library and personal property.

Saline County Library specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Saline County Library does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Library employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Library premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Saline County Library's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Library determines, after an appropriate good faith investigation, that someone has violated this policy, the Library will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Library to be aware of any potential danger in its offices. Indeed, the Library wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-6 Disability Accommodations

The Saline County Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Saline County Library is also committed to not discriminating against qualified employees or applicants because they are related to or associated with a person with a disability. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to any disabled employee whose disability affects his/her job performance. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Because the Saline County Library provides services to the public, no employee of the Saline County Library shall withhold any service from a citizen because of that citizen's disability.

1-7 Immigration Law Compliance

The Saline County Library is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Personnel Office within the past three years or if their previous I-9 is no longer retained or valid. Employees who have questions or want more information about immigration law issues are encouraged to contact the Personnel Office.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1-8 Core Values

Saline County Library strives to maintain a company culture that applies to everyone and every need. Below are the Core Values created by the staff and how we want to live each day in our work and personal lives.

Be Community Focused

- Our community is..EVERYONE. Whoever you are, you matter and we will do our best to make sure you are welcome.
- We are here to serve by being accessible and inclusive to our community and coworkers.
- We support diversity and growth in all areas.
- We strive for friendly, professional, and trustworthy engagements.

Be Creative

- We will set our curiosity free and be open-minded about changing the library world. All ideas are welcome.
- We strive for excellence and making a difference in people's lives.
- We are intentional at finding solutions that are meaningful and impactful to the work environment and community.

Be Compassionate

- Open hearts assume the best. Professionalism gives the best. Accountability ensures the best.
- We respect each other and hold each other accountable for a better professional atmosphere.
- We communicate with kindness for continuous improvement of work relationships.

Section 2 - GENERAL STANDARDS OF CONDUCT

2-1 Library Employee Code of Conduct

- 1) If you don't know the answer to something or how to do something, ask your supervisor for assistance right away. Also, keep your supervisor apprised of any issues that may prevent you from doing your job.
- 2) Be on time to work and do not have excessive absences.
- 3) Do not bring a bad mood to work. Try your best to maintain a positive attitude.
- 4) Do not participate in gossip or spread rumors.
- 5) Treat all co-workers with courtesy, respect, and kindness.
- 6) Do not tell "off color" jokes around staff that you don't know very well or loud enough for patrons or other staff to hear. Also, as with most social situations, it is a best practice to avoid controversial topics (such as politics or religion) with staff or patrons you don't know very well.
- 7) If needing assistance from a staff member not in your department, ask their supervisor first.
- 8) Keep your work area and shared work areas neat and tidy.
- 9) Check your work email at least once a day and respond in a timely manner.
- 10) Complete and approve your timesheet by the due date. Also, do not falsify information on your timesheet.
- 11) If your supervisor or coworker criticizes you in a way that hurts or angers you, wait until you cool/calm down and ask them if you can talk with them. Tell them how you feel, but tell them that you would like to fix the issue and want them to talk with you about what needs to be changed.
- 12) Participate in mandatory and voluntary professional development.
- 13) Be a proactive problem solver...don't just complain about problems without offering a suggestion for improvement.
- 14) Don't spend an excessive amount of time on personal phone calls/email or social media.
- 15) Be welcoming and helpful to new staff.
- 16) Value and respect your director, supervisor, and co-workers' time.
- 17) Follow through on projects you agree to do.
- 18) You must always try to give excellent service to patrons. Even if that means seeking assistance from another staff member. Being the best, most efficient, most helpful library is our number one priority.
- 19) Familiarize yourself with the Personnel Policy and Library Policy and adhere to those rules.
- 20) Patron records are confidential and must be kept so; this is Arkansas Law.
- 21) It is not appropriate to speak of private matters of other staff members or patrons, unless you are in an office with the door closed. Do not share private staff information with other staff without their consent.
- 22) Only staff or approved persons are allowed in staff work areas.

2-2 County Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Library Director expects employees to follow rules of conduct that will protect the

interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unsatisfactory performance or conduct

Employment with the Saline County Library is at the mutual consent of the Library Director, the Department Head, and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2-3 Punctuality and Attendance

To maintain a safe and productive work environment, the Library Director expects employees to be punctual and reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on both the Saline County Library and its employees.

Excessive absenteeism or tardiness will not be accepted by the Saline County Library and will be subject to disciplinary action up to and including termination. Three unexcused absences or tardiness during a three-month period are considered excessive.

The following are guidelines regarding excessive absences and tardiness:

Supervisors may, at their discretion, excuse employee absences without pay under certain conditions.

The following are guidelines for excusing absences:

- personal illness with doctor statement
- family emergency with documentation
- personal leave when arranged **in advance** and approved by supervisor
- severely inclement weather conditions
- extraordinary traffic conditions

In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Anyone absent for a workday without notifying his or her supervisor will be considered to have voluntarily quit and will be removed from the payroll.

Poor attendance and excessive tardiness are extremely disruptive. Either may lead to disciplinary action, up to and including termination of employment.

In case of inclement weather, the libraries will close only if the schools in the respective communities are closed. If the library is open, staff will be expected to be on the job unless they decide that to do so will be too dangerous. If the library is open, staff not working will need to take a leave day for the time lost. If the library is closed, then staff will be paid for the day without taking vacation time.

The director will call the department heads who will call their staff either way.

2-4 Use of Office and Cell Telephones

Due to the nature of our business, it would be impossible to maintain an efficient operation if employees were constantly making or receiving personal phone calls while on duty. Using the office phones and cellular phones for personal calls should be kept to an absolute minimum. No employee shall make a personal long distance phone call on the long distance account of the Saline County Library except in extreme emergency situations and with prior approval of the employee's immediate supervisor. Any employee found abusing this telephone policy will be subject to disciplinary action, up to and including termination of employment.

2-5 Computer and Email Usage

Purpose

The purpose of this policy is to establish basic guidelines for the appropriate use of computing resources, electronic mail, the Internet and related electronic products on staff computers at the Saline County Library.

Guidelines for Staff Use

Saline County Library provides equipment, services and training so employees can serve the needs of its patrons. Access to computers, the Internet and email is provided to further these service goals.

The staff is encouraged to use email for job-related communications.

Although email is quick and easy for external correspondence, staff are expected to proofread the email and use spell check to represent the library well. Staff are expected to communicate in a professional manner, using appropriate business language.

The library encourages staff to use email for job-related professional development. Participation in distribution lists is expected to be job-related. Postings to group lists which communicate personal opinions, not formal library policy, should state this clearly.

Like any other method of correspondence, important material can be lost in the middle of mounds of outdated or irrelevant messages. Email files can also absorb an undue amount of computer resources. Regular deletion of outdated email files is encouraged and expected. The library reserves the right to “dump” archived email. The same guidelines apply to data files. Regular deletion of unused files is encouraged and expected.

Guidelines for Personal Use

The library permits personal use of staff computers subject to the following understandings:

- Personal use will be on an employee’s personal time
- Personal use of computers will not interfere with any work-related activity
- The email system should not be used to solicit or proselytize others for commercial ventures, religious causes, outside organizations, or other non-work related solicitations.
- Participation in social chat rooms and bulletin boards is not permitted.
- The use of computer games is not permitted on work time.

Prohibited Uses of the Internet

- Commercial Use- any form of commercial use of the Internet is prohibited. It is not acceptable to use library computer resources for for-profit activities like consulting for pay or running a business.
- Copyright/Licensing Violations – any use of the Internet that violates copyright law is prohibited. It is assumed that information and resources accessible via library computer resources are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights.
- Solicitation- the sale of personal items on the open Internet is prohibited.

- Harassment- the use of the Internet to harass any other person is prohibited. This includes the display or transmission of threatening, obscene, or harassing materials of any kind.
- Aliases- the use of aliases while using the Internet is prohibited. Anonymous messages are not to be sent.
- Misinformation/Confidential Information- the release of untrue, distorted, or confidential information regarding library business is prohibited.
- Unauthorized Entry/Tampering/Hacking- it is not acceptable to use library computer resources to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Illegal Activities- It is not acceptable to use library computers for any purpose or in any manner that violates local, state, or federal laws and regulations. This includes but is not limited to pornography.

Privacy Issues/Monitoring

An employee's rights while accessing the Internet on library computers does not include the right to privacy. All computer data and files on library computers, including all email, are the property and responsibility of the Saline County Library. While email is generally treated as confidential, the library administration reserves the right to monitor, review, intercept, access, delete, and disclose all messages created, received, or sent over the system for any purpose and without notification.

It is not acceptable for one staff member to access the email or personal data files of another staff member without that person's permission. However, administrative and network staff have the right to access these files as detailed above.

Because email and data files may be subject to public records laws and discovery in litigation, it is important to fully understand and accept the privacy limits of electronic communication.

Security Issues

Access to email and the Internet is restricted to authorized persons. Employees are responsible for the confidentiality of personal and library logins and passwords.

Email is a very convenient and effective mode of communication. It is not a secure one. Staff should avoid using email for confidential or sensitive correspondence. Formal correspondence should continue to use library letterhead.

As a precaution against computer viruses, employees are not permitted to open unsolicited or unexpected email attachments, even if the sender appears to be someone known to the employee. Employees must confirm the contents of the attachment by checking with the sender or library technical staff before opening the attachment.

Email Etiquette

Library staff are expected to use email in a polite and professional manner.

- Avoid the use of ALL CAPS- it is the functional equivalent of on-line shouting
- Avoid flaming (confrontational and belittling email messages)
- All postings to group lists must be in plain text format.
- Include a full signature file in all emails.
- Include clear "Subject" lines to indicate the content of the correspondence
- Think about what you write and the words you use. Emails written in haste and anger are easily forwarded and easily disseminated. Do not say things you will regret later.

Enforcement

The library administration will review alleged violations of these guidelines on a case-by-case basis. Violations of the guidelines will result in appropriate action, such as loss of electronic mail privileges, loss of computer privileges, loss of network privileges, or referral to appropriate authorities. Repeated, egregious, or malicious abuse of these guidelines may be cause for termination. Additionally, staff use of library computers for illegal activity may result in prosecution.

I have read and understand the above *Employee Computer, Email, and Internet Acceptable Use Guidelines* and agree to comply with all stated provisions and terms. I understand that failure to adhere to these policies may result in discipline, up to and including termination.

2-6 Use of Social Media

Saline County Library respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Library interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Library equipment or property unless using Library social networking platforms as required by their job.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Library and also expresses either a political opinion or an opinion regarding the Library's

actions that could pose an actual or potential conflict of interest with the Library, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Library's position. This is necessary to preserve the Library's good will in the community.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Library policies apply equally to employee social media usage.

Saline County Library encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

2-7 Solicitation

Solicitations cannot be made without written authorization and cannot be conducted during time you should be working or the time the persons you are soliciting should be working. Solicitations by employees shall only be for fund raising events of schools, churches, and other charitable activities to which the employee is donating his or her time. All authorized solicitations must be made during lunch or break periods or before and after work. Employee donations or signatures for any purpose must be on a purely voluntary basis free from pressure of any kind.

In the library, solicitations of any kind by anyone outside of library business are prohibited.

2-8 Parking

The Saline County Library does not assume responsibility for lost articles or damage to vehicles parked on the Saline County Library property or elsewhere. No speeding, haphazard parking, or loitering will be tolerated.

Please park in the designated staff parking area. Please remove valuables from your vehicle and lock it at all times. The Library is not responsible for damage or theft to staff vehicles.

Staff may park in the loading area to load or unload their car, but do not leave it unattended for long periods of time.

During times that the library is closed, the staff may park anywhere they like.

Staff should leave in pairs or in a small group at closing and make sure everyone safely leaves library property. Be aware at all times of your surroundings in the parking lot and report any suspicious behavior to the director or manager.

Herzfeld and Boswell Libraries do have security cameras in their parking lots; footage from the cameras can be accessed by the director or manager.

2-9 Smoking

In keeping with the Library Director's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. This policy applies equally to all employees, customers, and visitors.

Smoking, including the use of e-cigarettes, and vaping are prohibited on Library premises and in all Library vehicles.

2-10 Health and Safety

The health and safety of employees and others on Library property are of critical concern to Saline County Library. The Library intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Library's premises, or in a product, facility, piece of equipment, process or business practice for which the Library is responsible should be brought to the attention of management immediately.

Periodically, the Library may issue rules and guidelines governing workplace safety and health. The Library may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the HR Manager as soon as possible, regardless of the severity of the injury or accident.

2-11 Conflict of Interest and Business Ethics

It is Saline County Library's policy that all employees avoid any conflict between their personal interests and those of the Library. The purpose of this policy is to ensure that the Library's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Library.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Library, by any employee who is in a position to directly or indirectly influence either the Library's decision to do business, or the terms upon which business would be done with such organization;
2. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Library; and/or
3. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Library.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Library.

2-12 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Saline County Library may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment, at the discretion of the Library. Accordingly, all parties to any type of intimate personal relationship must inform human resources.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Library generally will attempt to identify other available positions, but if no alternate position is available, the Library retains the right to decide which employee will remain with the Library.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

2-13 Conflicts of Interest and Nepotism

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which

the Saline County Library wishes its business to operate. The purpose of these guidelines are to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Personnel Office if you have any questions or want more information about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Quorum Court of Saline County and by State law. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, special fringe benefits, unusual price increases, and other windfalls designed to ultimately benefit the outside firm, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with the Saline County Library. For the purposes of this policy, a family member is mother, father, mother-in-law, father-in-law, son, daughter, stepchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, and granddaughter.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Saline County Library as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership interest in a firm with which Saline County Library does business, but also when an employee or family member receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Saline County Library.

No official or employee of Saline County Library who is responsible for hiring may hire a member of his or her family to a permanent fulltime position directly or indirectly responsible to such official or employee. No family member as defined shall be allowed to supervise another family member who is an employee of Saline County Library.

If two staff members marry while employed at the Saline County Library they must both sign consensual agreements stating that they understand that potential problems and other possible conflicts of interest may arise and that they will never be considered for a promotion in which one party would be in a supervisory position over the other.

2-14 Problem Resolution

The Saline County Library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Library Director.

The Library Director strives to ensure fair and honest treatment of all employees of the Office. Supervisors, officials, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concerns to the Library Director in a reasonable, business-like manner.

Grievance

A grievance is a formal complaint by an employee regarding an aspect of his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination or any other work related problem.

The steps are as follows:

Step 1: The grievance shall be in submitted in writing within 5 days of incident and made available to the supervisor, director, HR Manager, Board of Trustees, and any other related party.

Step 2: Library director will set a meeting with employee, supervisor, HR Manager, and other related parties to occur within 5 days of submission.

Step 3: If complaint is not resolved and Board action is required, employee, supervisor, business manager and other related parties will be required to attend the next scheduled Board Meeting to discuss complaint.

For other complaints about staff or patrons, please schedule a time to sit with your supervisor to discuss these in private.

2-15 Dress Code

It is the intention of the Dress Code to provide a set of guidelines within which it is expected that each employee will demonstrate discretion and good judgment. It is the responsibility of each employee to conform to the Dress Code.

Business casual dress is the standard for this dress code.

- Employees' dress and grooming must be neat and clean.
- Clothing that works well for the beach, yard work (exception for Maintenance Coordinator), dance clubs, and exercise are not appropriate for a professional appearance at work.
- Strapless dresses or tops, spaghetti straps, tank tops, shorts, mini-skirts, and midriff bearing tops are examples of clothing not appropriate.
- Sleeveless tops are acceptable.
- Clothing that reveals excessive cleavage, back, chest, stomach or undergarments is not appropriate for a business setting.
- Torn, dirty, or frayed clothing is unacceptable.

- Any clothing that has words, terms, or pictures that may be offensive to other employees or patrons is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of other employees or patrons.
- Clothing that promotes Saline County Library is encouraged.
- Flip flops are not allowed. If the employee is operating book carts, closed-toed shoes must be worn.
- Tattoos, piercings, and unique hairstyles are allowed within reasonable limits.
- Baggy t-shirts or sweatshirts are not allowed unless they promote the Saline County Library. The exception is for the Property Supervisor.

Acceptable clothing:

- Anything considered business casual (see examples on next page).
- Jeans (darker wash, with a neat cut, not overly baggy and no holes or frays)
- Capris (or knee length shorts for Maintenance Coordinator only)
- T-shirts or sweatshirts promoting reading or Saline County Library (no other baggy t-shirts may be worn, with the exception of the Property Supervisor and Branch Maintenance).
- Solid colored or patterned fitted t-shirts.

When an employee is found to be outside acceptable grooming and attire standards, the employee will be sent home on lost time or annual leave.

A second or subsequent deviation from acceptable grooming and attire standards will again result in the employee being sent home on lost time or annual leave. Such subsequent incidents will be cause for disciplinary action.

2-16 Customer Service

Offering excellent customer service is essential to the library – excellent external customer service to our patrons, and excellent internal customer service to library staff. Top-notch customer service to our patrons includes treating all patrons with respect; being able to explain library policies to patrons in a polite, clear manner; paying attention to patrons and to library surroundings; offering patrons alternatives if possible if you cannot fulfill their immediate requests; and researching information and/or referring patrons if they ask something you do not know.

Excellent customer service to other staffers includes fulfilling one's assigned internal duties in a timely, accurate manner, and showing a willingness to help other staffers when needed.

When answering the phone be sure to state the name of the library and speak to the caller in a pleasant helpful tone. Take thorough, neat messages for other staff.

2-17 Library Vehicle Policy

The Saline County Library owns and operates a vehicle for the purpose of fulfilling the library's mission.

The Library Director will be responsible for directing and administering the use of the library vehicle.

The vehicle may be used only for official library business, not for personal benefit. Official business includes purchasing library materials and supplies, the transport of library property between library facilities and program locations, and the transport of library personnel (employees, board members, etc.) to conferences, workshops, meetings, and seminars.

Operators of the vehicle must be full-time library employees, have a valid, current Arkansas motor vehicle operator license, and a clean driving record. Employees must be added to the insurance policy before operating the vehicle. Employees authorized to operate the library vehicle must report any change in the status of their license, such as restrictions or suspensions, to the director immediately.

If the vehicle is unavailable for library business, an employee using their personal vehicle shall be reimbursed for county standard mileage rates, otherwise the vehicle must be used for library business or you will not be reimbursed for mileage (unless an exception is made by the Director). Use must be scheduled on the library's scheduling software and priority use will be determined by the director.

Approved by the Saline County Board 3/2012

Rules for Use:

1. Inspect the library vehicle for safe operating conditions (brakes, exhaust, tires, fuel, and visibility) prior to each use. Report any concerns to the director immediately.
2. Wear a seat belt and ensure that each passenger wears a seat belt.
3. Observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations. Any employee operating a county vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated (Saline County ordinance 2010-13).
4. Keep the library vehicle reasonably clean. Remove trash and personal belongings after each use.
5. Have a valid, current Arkansas motor vehicle operator license in possession.
6. Lock the vehicle when unattended.
7. Immediately report any traffic accident to the local police and in a timely manner to the Director.
8. Report any vehicle damage or theft to the Library Director.

9. Fill the gas tank when it reaches $\frac{1}{4}$ of a tank using library fuel card and assigned PIN. Turn receipt into Financial Coordinator.
10. Light snacks and covered drinks are allowed. Other food and drink is not allowed.
11. Do not take the vehicle home. The vehicle must be parked at the library in the authorized location when not in use.
12. No unauthorized persons will be allowed to operate or be in a county vehicle. (Saline County ordinance 2010-13)
13. Any employee found guilty of a DUI/DWI will lose vehicle privileges for 3 years following the courts findings. (Saline County ordinance 2010-13)
14. Do not behave obscenely, obnoxiously, or aggressively while driving or riding.
15. Tobacco use of any kind is absolutely prohibited. (Saline County Ordinance 2007-042)
16. No cell phone use (talking or texting) or use of any other electronic device is permitted while driving.

Failure to follow these rules can result in loss of vehicle privileges or termination.

2-18 Travel Policy

Every fiscal year, money is placed in the budget to allow for travel for continuing education opportunities for staff. Not only does this encourage staff development but it also gives employees new vistas and networking opportunities. Attending conferences is not all about personal career development although it's great for an employee to sharpen his/her skills and get a fresh perspective. The library benefits from what the employee learns from the content of the conference and the contacts made with other attendees and vendors. Sometimes an employee is sent for a specific purpose tied to their job, their work plan or to represent the library. Because the budget is not unlimited, conference attendance will be decided by a number of factors. If you would like to attend a conference, turn your request in to your supervisor with estimated expenses and the potential return on investment for the library.

Travel is approved on a case by case basis with a completed Saline County Library Travel Expense Form signed and authorized including documentation of the expenses. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded. It is the traveler's responsibility to report and document on a form provided his/her actual mileage.

All travel arrangements will be made through the Saline County Library office of administration. Travel costs reported on the Travel Expense Form are estimated.

Eligible travel:

- Attending a conference relevant to the job you do
- Attending a meeting for a committee that you serve on
- Continuing education or training

Eligible employees:

- Full-time employees who have permission from their supervisor
- Other rules:
- The conference, meeting, or training must be relevant to the job you do.
 - Professional conferences and meetings must have workshops, sessions, or exhibits relevant to the job you do.
 - Detailed travel reports are mandatory.
 - Attendees must bring back and present 1-2 sessions, ideas, or projects and share them with colleagues in a training or meeting.

What the library will pay for:

- 50% of the cost of a hotel room per participant, or 100% if there is not another employee to share with or if there are extenuating circumstances approved by the HR Coordinator and the Director
- Most cost-effective mode of travel.
- Per-diem for meals (based on federal rate)
- Enrollment or registration fees
- Additional transportation or parking fees
- Luggage fees
- Rental car (only if there is no other mode of transportation from the airport to your final destination)

Employee is required to provide receipts for all expenses except meals.

2-19 Break Room Rules

The break room is available for staff to eat meals and take breaks. Basic rules of common courtesy apply: Please clean up after yourself; do not leave old, expired items in the refrigerator; do not leave large grocery items in the refrigerator, as space is limited.

- Sodas and frozen treats are available for staff to buy in Benton, with funds going toward the Staff Fund (the staff fund is for fun things for library staff such as our Christmas party).
- To get coffee from the regular coffee pot, staff should join the “Coffee Club.” This is a monthly rotation in which a staffer is responsible for supplying the coffee, creamer, and sugar for that month. Or, in Benton, we have a “Keurig-type” machine in which you may use your own K-cups.
- Items left out on the table are free for staff to take.

- If you use the last paper towel, please replace the roll (paper towels kept in the maintenance supply closet).
- Please use recycling bins when appropriate.

2-20 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Saline County Library supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Saline County Library will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Saline County Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Library Director for information and referral to appropriate services and resources.

2-21 Library Response to Subpoenas or Search Warrants

The Saline County Library staff will observe the following procedures, until a more detailed procedure is needed. If a law enforcement officer presents a subpoena or search warrant at either of the libraries:

- Staff who are approached should immediately contact the Director and refer the officer to the Administration Office.
- The Director will immediately contact the agency's legal representative for a review of the document's legal sufficiency (and tell the law enforcement officer of this procedure.)

2-22 Drug Testing

The Saline County Library is committed to providing a safe, efficient, productive and drug/alcohol free environment for all employees. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks. The Saline County Library requires a work environment that is free from the effects of drugs and alcohol. Accordingly, no employee shall work, report to work, be present on Saline County property, or engage in official activities under the influence of alcohol or illegal drugs. Violation of this policy will result in immediate termination.

To help ensure a safe and healthful work environment, the Saline County Library requires drug/alcohol testing in the following situations:

a. All job applicants offered employment shall be required to submit to drug testing. If the test is positive, or if the applicant refuses to submit to the testing as required by the Library Director the applicant will not be hired.

b. Any employee who is involved in a work related accident resulting in personal injury or property damage shall be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.

c. Any employee whose conduct leads to the injury of another person will be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.

d. Any employee who appears to be in possession, or under the influence, of drugs or alcohol will be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.

Questions concerning this policy or its administration should be directed to the HR Manager

2-23 Employment Termination

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the employee's direct supervisor.

Since employment with the Saline County Library is based on mutual consent, both the employee and the Saline County Library have the right to terminate employment at will, with or without cause, at any time. In the event of a resignation or termination, all accrued benefits that are due will be payable at the next available pay period. Other benefits (as outlined elsewhere in this policy) may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

2-24 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Saline County Library. Although advance notice is not required, the Saline County

Library requests at least two weeks written resignation notice from all employees; four weeks in the case of a professional staff member. When an employee tenders a resignation with two weeks-notice, the Library Director reserves the right to decline the offer of two weeks continued employment and immediately terminate the employment relationship.

2-25 Exit Interviews

Employees who resign are requested to participate in an exit interview with the HR Manager, if possible.

Section 3 - OPERATIONAL POLICIES

3-1 Nature of Employment

Employees of the Saline County Library have voluntarily entered into their employment. They are “at will” employees. Employees are free to resign at any time, with or without notice or cause. Similarly, a Department Head may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Personnel Policy are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Saline County, Arkansas or the Saline County Library, and any of its employees. The provisions of this policy have been developed, and may be amended or canceled at any time, at the sole discretion of the Saline County Library Board of Trustees.

These provisions supersede existing policies and practices of the Saline County Library and employment matters within the jurisdiction of the Saline County Library may not be amended or added to without the express written approval of the Saline County Library Board of Trustees.

The Quorum Court of Saline County, Arkansas, is responsible for promulgating employment policies of a general nature, pursuant to Ark. Code Ann. § 14-14-805, and the Quorum Court’s policy on any such matter shall take precedence over the statement of policy set forth herein. Section headings marked with an asterisk (**) denote policies exclusively under the jurisdiction of the Quorum Court, except where the context indicates otherwise. In matters of employee policy and practice that relate specifically to the work performance of employees for whom the Library Director is directly responsible for hiring and terminating, this policy statement shall take precedence over any policy statement of the Quorum Court.

3-2 Work Schedule

Employees cannot be mandated to work during their assigned lunch period.

If you need to attend to personal business during working time, you must have your supervisor’s approval prior to leaving your duty station.

You will be paid for 15 minute break periods. You will not be paid for lunch periods.

The Library Director or Department Head is responsible for developing the work schedules of those employees under his/her control and supervision. Work schedules shall conform to the best interests of the Saline County Library and to federal and state wage and hour laws. As an employee, you do not have a right to work a particular

schedule and your schedule may be modified to suit the needs of the Saline County Library.

3-3 Timekeeping

Saline County Library maintains accurate time records in order to calculate employee pay and benefits. All employees are required to follow the rules established by Saline County Library regarding timekeeping. Altering, falsifying, or tampering with time records, or recording time on another employee's time record, will result in disciplinary action, up to and including termination of employment.

3-4 Overtime and Compensatory Time

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive your supervisor's prior authorization.

Overtime compensation time is given in the form of paid time-off to all employees in accordance with federal and state wage and hour requirements. Employees shall be given time and one-half after physically working 40 hours in a workweek for non-exempt employees and 80 hours in a pay period for exempt employees with the exception of call outs. If an employee is called out to work after normal business hours, then the employee shall earn two (2) hours of time off for that incident. Sick leave, compensatory time or vacation cannot be used in accruing overtime. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Employees may accrue up to 120 hours of compensatory time. No employee may accrue more than 120 hours of compensatory time.

The Library Director or Department Head can direct when an employee may use compensatory time to ensure that the best interests of the Saline County Library are served.

3-5 Travel Time

Every fiscal year, money is placed in the budget to allow for travel for continuing education opportunities for staff. Not only does this encourage staff development, but it also gives employees new vistas and networking opportunities. Attending conferences is not all about personal career development, although it's great for an employee to sharpen his/her skills and get a fresh perspective. The library benefits from what the employee learns from the content of the conference and the contacts made with the other attendees and vendors. Sometimes an employee is sent for a specific purpose tied to their job, their work plan or represent the library. Because the budget is not unlimited, conference attendance will be decided by a number of factors. If you would like to attend a conference, turn your request in to your supervisor with estimated expenses and the potential return on investment for the library.

Travel is approved on a case by case basis with a completed Saline County Library Expense Form signed and authorized including documentation of the expenses. Under no circumstances shall expenses for a personal travel be charged to or be temporarily funded. It is the traveler's responsibility to report and document on a form provided his/her actual mileage.

All travel arrangements will be made through the Saline County Library office of administration. Travel costs reported on the Travel Expense Form are estimated.

Eligible travel:

- Attending a conference relevant to the job you do
- Attending a meeting for a committee that you serve on
- Continuing education or training

Eligible employees:

- Full-time employees who have permission from their supervisor

Other rules:

- The conference, meeting, or training must be relevant to the job you do.
- Professional conferences and meetings must have workshops, sessions, or exhibits relevant to the job you do.
- Detailed travel reports are mandatory.
- Attendees must bring back and present 1-2 sessions, ideas, or projects and share them with colleagues in a training or meeting.

What the library will pay for:

- 50% of the cost of a hotel room per participant, or 100% if there is not another employee to share with or if there are extenuating circumstances approved by the HR Manager and the Director.
- Most cost-effective mode of travel
- Per-diem for meals (based on federal rate)
- Enrollment or registration fees
- Additional transportation or parking fees
- Luggage fees
- Rental car (only if there is no other mode of transportation from the airport to your final destination)

Employees are required to provide receipts for all expenses except meals.

3-6 Safe Harbor Policy for Exempt Employees

It is Saline County Library's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Saline County Library. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a retirement plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Library has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and

- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the HR Manager or any other supervisor in Saline County Library with whom the employee feels comfortable.

3-7 Paydays

All employees are paid every other week. Each paycheck will include earnings for all regular hours performed through the end of the previous payroll period.

Direct deposit into your personal bank account is available.

If you would like your paycheck to be picked up by a relative or friend, that person must provide your supervisor with a request signed by you for that purpose. Under no circumstances will the Saline County Library make advances against an employee's salary.

If you have any questions regarding your paycheck, or would like to change your withholdings, contact Administration.

3-8 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Managers are required to conduct semi-annual work planning meetings and performance reviews for their staff.

During these meetings, employees will discuss with their supervisor their behavior and work performance over the past year as well as goals and expectations for the upcoming year.

Informal check-in meetings will be conducted quarterly to assess work plan progress and communicate feedback.

3-9 Job Postings

The Saline County Library encourages employees to indicate their interest in open positions and to advance within the organization according to their skills and experience. As a rule, notices of all regular full-time job openings are posted by Administration. Job openings will be posted on the employee bulletin board, the library website, and distributed via staff e-mail and will normally remain open for 5 consecutive days. Each job posting notice will include the dates of the posting period, job title, department, and location. Salary range available upon request.

Employees who have a written warning, suspension, or other disciplinary action within the last six months are not eligible to apply for posted jobs, unless approved by HR. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees must submit an application a cover letter and resume for the position to the HR Manager.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring official. Other recruiting sources may also be used to fill open positions.

3-10 Telework

Telework allows employees to work at home for all or part of their workweek. Saline County Library considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with Saline County Library.

Types of Telework

Regular telework arrangements may be approved to enable employees to work from home on a formal, set schedule. Any regular telework arrangement made will be on a trial basis for three (3) months and may be discontinued at will and at any time at the request of either the employee or the Library. Regular telework arrangements must be renewed annually. Every effort will be made to provide a minimum of five (5) Library business days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telework arrangement. There may be instances, however, when no notice is possible.

Temporary telework arrangements may be approved for circumstances such as pandemic illness, inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All temporary telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Eligibility

Either an employee or a supervisor can suggest telework as a possible work arrangement.

Individuals requesting regular telework arrangements must be employed with the Library for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telework agreement, the employee and manager, with the assistance of the HR Manager and Library Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful employees.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

If the employee and manager agree, and the HR Manager and Library Director concur, a draft telework agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of employee performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly virtual meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance or modifications. Evaluation of employee performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Saline County Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telework arrangement. The HR and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make

determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must sign an inventory of all Saline County Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all library property will be returned to the library, unless other arrangements have been made.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telework employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telework employees will be required to accurately record all hours worked using the Library's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telework agreement.

Telework is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective employees are encouraged to discuss expectations of telework with family members prior to entering a trial period.

Accountability

Employees approved for telework arrangements are expected to perform their work during the hours specified in their Telework Agreement. An employee engaged in telework must be available either by email, instant messaging, telephone or by other means determined by the supervisor during the hours specified in the Telework Agreement. Employees engaged in telework must immediately notify their supervisors in the event that they are unable to work due to technical issues. Employees approved for telework must follow all leave guidelines as outlined in Saline County Library Employee Handbook.

3-11 Employee Relations

If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly following the correct chain of command to their immediate supervisors first. If concerns cannot be resolved at this level, the employees should voice these concerns to the Library Director.

Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

A manager (or any person in a supervisory position) may not have a romantic relationship with a direct report. Doing so will result in a harassment investigation and immediate termination of the manager.

3-12 Employment Categories

It is the intent of the Saline County Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the supervisor.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to compensatory time or overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Library Director.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in an introductory status and who are regularly scheduled to work a full-time schedule. As a general rule, regular full-time employees are eligible for Saline's County Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment is appropriate. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the supervisor determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. During the introductory period new full-time employees are eligible for worker's compensation insurance, health insurance, bereavement leave, holiday pay, and contribution to Social Security and APERS. The child care stipend will be available after the 90 days have been satisfactorily completed. New full-time employees may accrue sick time, vacation time, personal time, and compensatory time, but may only take approved sick time within the first 6 months of employment. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

3-13 Employee Applications

The Administration of the Saline County Library rely upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and course of employment. Any misrepresentations, falsifications, or material omissions in any information or data provided by an individual may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3-14 Employment Reference Checks

To ensure that individuals who are employed by the Saline County Library are well qualified and have a strong potential to be productive and successful, it is the policy of the Saline County Library to check the employment references of all applicants.

The Administration of the Saline County Library will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

3-15 Personal Data Changes

It is required of each employee to promptly Administration and Supervisors of any changes in personal data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, change in marital status and other such information should be accurate and current at all times.

3-16 Content and Access to Personnel Files

The Saline County Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, disciplinary records, and other employment records.

Personnel files are the property of Saline County Library, and access to the information they contain is restricted. Only supervisors and managers who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own files should contact the Administration Office. With reasonable advance notice, employees may review their own personnel files in the Personnel Office and in the presence of an individual appointed by the Library Director to maintain the files. Copies made from the file are at the employee's expense.

3-17 Compensation Policy

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 twice 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 average score of the employee's two performance evaluations for the year show that performance expectations were met during the year, the employee will be eligible to receive a raise on the first day of the pay period following 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.

Section 4 - BENEFITS

4-1 Benefits Overview

Eligible employees of Saline County are provided a wide range of benefits. A number of the programs such as Social Security, workers' compensation, and unemployment insurance cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this Personnel Policy.

The following benefit programs are available to eligible employees:

- Federal Social Security System and the Arkansas Public Employees Retirement System
- Cafeteria Plan
- Health Flexible Spending Account (FSA)
- Dependent Care
- Bereavement Leave
- Credit Union Membership
- Dental Insurance
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Leave
- Military Leave
- Time Off To Vote
- Personal Leave
- Vacation Benefits
- Sick Leave

Some benefit programs require contributions from the employee, but most are fully paid by Saline County.

4-2 Paid Holidays

Saline County Library will be closed for the following holidays:

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- President's Day (third Monday in February)
- Good Friday
- Memorial Day (last Monday in May)

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving and Saturday
- Christmas Eve
- Christmas Day (December 25)

Sixteen personal hours will be given after completing a probation period of 90 days. Personal hours will expire after December 31st.

If a holiday falls on a Saturday, the library will be closed the Friday before the calendar day and the day. If a holiday falls on a Sunday, the library will be closed the Monday after the calendar date.

The library will close at 5:30 p.m. the day before a holiday.

Other closing days for in-service will be by board approval and will be announced on the website and in the local newspaper.

All regular full-time employees in every department receive 8 hours of straight time pay for an observed holiday.

To be eligible to receive the 8 hours of straight time pay (holiday pay), employees must work the last scheduled day immediately preceding, and the first scheduled day immediately following, the holiday (with the exception of up to one hour grace period for the day before and immediately following the holiday) unless otherwise excused by your supervisor.

If an observed holiday falls during an eligible employee's paid absence (such as vacation), that day will not count as a vacation day.

4-3 Paid Vacations

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- One (1) year of service as a regular full-time employee, the employee shall be entitled to forty (40) hours of paid vacation.
- Three (3) years of service as a regular full-time employee, the employee shall be entitled to eighty (80) hours of paid vacation.
- Six (6) years of service as a regular full-time employee, the employee shall be entitled to one hundred twenty (120) hours of paid vacation.
- Eleven (11) years of service as a regular full-time employee, the employee shall be

entitled to one hundred sixty (160) hours of paid vacation.

- Twenty (20) years of service as a regular full-time employee, the employee shall be entitled to two hundred (200) hours of paid vacation.
- Twenty five (25) years of service as a regular full-time employee, the employee shall be entitled to two hundred and forty (240) hours of paid vacation.

Once an individual becomes a regular full-time employee, he or she begins to earn paid vacation time according to this schedule. Earned vacation time is available for use following its accrual.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time at the end of the probationary period. In the event of any significant leave of absence (other than leaves of absence for military or jury duty) during a benefit year, the earned vacation days shall be reduced pro-rata for the period of said leave.

Paid vacation time can be used in minimum increments of one-half day, with a maximum of four one-half days per year. Vacation should be used in the year following the one in which it is earned. Employees may, however, carry over a maximum of eighty (80) hours from one year to the next with supervisor approval. *In the case of a weather event or local disaster emergency declared by the Saline County Judge that required the mobilization of essential personnel, employees who are deemed essential personnel and are required to report to work during the weather event or local disaster emergency will be allowed to exceed the maximum carryover of eighty (80) hours if the requirement to report to work would cause the employee to lose accrued vacation time. The time over 80 hours must be used within 6 months of his/her anniversary date.*

An employee who retires, resigns, or is terminated shall be paid for accrued vacation time as of the date of retirement, resignation, or termination. Accrued vacation will be calculated on a pro-rata basis with respect to accrual of the benefit in the year of retirement, resignation, or termination.

In the event of the death of an employee, the value of accrued vacation shall be paid to the employee's surviving spouse or estate.

Other rules regarding the use of vacation time are:

- Employees must apply in writing to the supervisor for use of vacation time a minimum of three (3) weeks in advance or earlier of the anticipated vacation.
- Requested vacation of three (3) days or less may be granted at the supervisor's discretion with less than three (3) weeks' notice.
- Vacations will be scheduled based upon the needs of Saline County, with consideration being given to the employee's wishes.
- When an employee's vacation includes a holiday recognized in Section 22 of this Personnel Policy, the employee will receive an additional workday of vacation.

4-4 Sick Leave

Only regular full-time employees are eligible to accrue sick leave. Sick leave shall be accrued (earned) on the basis of eight (8) hours per month and shall be credited to an employee on his/her anniversary date of each month after the first full thirty (30) days of employment. Sick leave shall be deducted on an hour-by-hour basis (e.g. employees on a ten or twelve hour work day would deduct 10 or 12 hours of sick leave for a full day off.) Sick leave must be approved by their supervisor before an employee can receive pay for such time off. When sick leave, annual leave and compensatory time are exhausted or not approved, the employee may be placed on leave without pay. Sick leave accrues as long as an employee is working or on paid time off. Sick leave will not be accrued during a calendar month, which includes leave without pay totaling (5) or more days.

Sick leave should be requested in advance; however, if the nature of the illness makes advance notice impossible, notification must be given to the Supervisor or designated alternate on the first day of absence. If notification is not made the leave will be considered unauthorized and shall be subject to disciplinary action. Unauthorized leave will be charged to Annual Leave, Compensatory Time, or Leave Without Pay, at the discretion of the Elected Official. Absence, due to illness or disability, will be charged against cumulative leave totals in the following order: (1) Earned sick leave, (2) Earned Annual Leave, (3) Earned Compensatory Time, (4) Leave Without Pay.

Accrued sick leave may be granted when it is necessary for an employee to be absent because of illness or of the illness of the employee's immediate family with the approval of the supervisor. "Immediate family" shall mean: father, mother, husband, wife, child, sister, brother, grandfather, grandmother, grandchildren, whether by blood or by marriage or any other relative living in the household of the employee.

Sick leave may be accumulated to a maximum total of nine hundred and sixty (960) hours.

Frequent periods of illness, especially before and after holidays or weekends, should be verified by a certificate from a competent physician attesting the claim of illness by an employee. Sick leave of three (3) days or more shall be verified by a physician's statement. Sick leave is not regarded as additional annual leave time. Upon termination of a county employee for any reason, accumulated (unused) sick leave is forfeited. Extended illness that exceeds accumulated sick leave will be charged to annual leave. When sick leave, annual leave and compensatory leave are exhausted, the employee will be placed on leave without pay at the absolute discretion of the Elected Official. An employee returning to work after an extended illness that has exhausted all his or her sick leave in the previous calendar year shall be eligible for sick leave on the first of the month following a full thirty (30) days back on the job.

Supervisors shall notify the Personnel Department in writing by noon of the second day when an employee is absent due to illness of self or immediate family. This information is mandatory to comply with the Family Medical Leave Act.

4-5 Sick Leave Donation

Employees may donate sick leave to a fellow employee on a dollar for dollar basis (e.g. Employee “A” making \$14/hr. could donate one hour of sick leave to employee “B” making \$7/hr. to give that employee two (2) hours of paid sick leave). Employees cannot donate sick time to an employee who has not passed his/her probation period. The maximum donated sick leave that an employee may receive in any single calendar year is four hundred eighty (480) hours. When donating sick leave to a fellow employee, the employee receiving must be out of all paid leave and shall provide to the Personnel Office a written statement from the treating physician stating the need for the patient to be off for 1 week or more before that employee is eligible to receive donated sick leave time. Any employee who chooses to donate sick leave must have their Department Head’s approval for the transfer of sick leave from one employee to another within that department. Any employee who chooses to donate sick leave to an employee in another department must have their Elected Official’s approval of the donation. The approval of any Department Head or Elected Official must be completed on a “Request for Transfer of Sick Leave Form”. Donated sick leave may also be granted to an employee when it is necessary for that employee to be absent because of the illness of the employee’s “immediate family” as defined above. The employee receiving the donated sick leave shall provide the Personnel Office a written statement from the family member’s treating physician stating that the patient needs to be off 1 week or more and that the employee is needed to help care for the patient. The same procedures apply when an employee donates sick leave to another employee for the employee’s immediate family as applies when an employee donates sick leave to an employee for his/her own use.

4-6 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave of up to 3 days (24 hours of work time) will be provided to regular full-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation and shall not count as hours worked toward overtime pay or accumulation of compensatory time.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their Elected Official’s approval, use accrued vacation time or compensatory time for additional time off as necessary.

“Immediate family” shall mean: father, mother, husband, wife, child, sister, brother, grandfather, grandmother, grandchildren, whether by blood or by marriage or any other relative living in the household of the employee.

4-7 Workers' Compensation

Saline County Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the Personnel Department immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any employee who is unable to complete his full shift due to a job related injury will be paid for lost time on that shift by utilization of his or her sick time. Employees may use his or her time available (sick, vacation or compensatory time) for any follow-up visits to the doctor or clinic, or any therapy or additional health services so as not to be on leave without pay.

4-8 Jury Duty

Saline County Library encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Regular full-time employees may request up to two weeks of paid jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, less the fees paid by the court.

If employees are required to serve on jury duty beyond the period of paid jury duty leave, they may use any available paid time off (e.g., vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Of course, employees are required to report for work whenever the court schedule permits.

Saline County will continue to provide health and dental insurance benefits for the full term of the jury duty absence.

Vacation and holiday benefits will continue to accrue during unpaid jury duty leave.

4-9 Voting Leave

On days when elections for public office ("elections for public office" includes elections for county offices, city offices, school boards and all primary and general elections) are scheduled throughout the state, county, or city in which the employee lives, employees living in other localities will need to inform their supervisor in advance if he/she expects a conflict between his/her work schedule and the exercise of voting rights in any election for public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that he/she will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

4-10 Lactation Breaks

Saline County Library will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run

concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Library will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The Library may not be able to provide additional break time if doing so would seriously disrupt the Library's operations, subject to applicable law. Please consult the HR Manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

4-11 Insurance Programs

To protect you against a financial disaster due to illness or accident, Saline County provides all regular full-time non-exempt and exempt employees with a comprehensive insurance package. During your initial orientation, you will receive an insurance outline and information on cost of coverage that describes the benefits in detail.

Eligible regular full-time employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between Saline County and the insurance carriers. Dependent coverage will be at the employee's expense.

A change in employment classification that would result in loss of eligibility to participate in the health and dental insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Contact the HR Manager for more information about health and dental insurance benefits.

4-12 APERS

Saline County Library participates in the Arkansas Public Employees Retirement System (APERS) sponsored by the State of Arkansas for the benefit of public employees throughout the State. All employees hired with the intent of working at least eighty (80) hours per month and ninety (90) consecutive calendar days should be enrolled in APERS. This includes all categories of employees. Your eligibility to participate in this program is governed by state law and the rules and regulations of the program.

There is no waiting period for enrollment into APERS. If an employee meets the eligibility requirements, he/she should be enrolled on or as of the first day of work. Employees hired after July 1, 2005 who have never worked for an APERS-participating employer or are returning to work more than six (6) months after last being reported to APERS by an APERS-participating employer **MUST** be enrolled as contributory members. As a contributory member, five (5%) percent of the employee's gross salary will be taken before taxes each pay period. Employees who are current members of or eligible for

membership in another public retirement plan, or are currently receiving benefits from APERS are NOT eligible for enrollment.

Employees who were terminated from an APERS-participating employer within the last six (6) months (and were non-contributory when they left) may choose to remain non-contributory or may decide to change to contributory status. All employees returning to an APERS covered employer within six (6) months period must complete a Return to Work for an APERS-Covered Employer Form and submit it with a Membership Data Form.

Information concerning APERS is accessible to you through the Personnel Department or through their website at www.apers.org.

4-13 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Saline County's health and dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Saline County's group rates plus an administration fee. Saline County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Saline County's health insurance plan. The notice contains important information about the employee's rights and obligations.

Section 5 - LEAVES OF ABSENCE

5-1 Family and Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 allows individuals who have (i) been employed by Saline County Library for at least twelve months and (ii) worked 1,250 hours during the previous twelve month period to take a total of twelve workweeks of leave without pay during any twelve month period for one or more of the following reasons:

- (A) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- (B) Because of the placement of a son or daughter with the employee for adoption or foster care.
- (C) In order to care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition.
- (D) Because of a serious health condition that makes the employee unable to perform the functions of the position.
- (E) MILITARY FAMILY LEAVE (AS EXPLAINED MORE FULLY BELOW).

Leave under subparagraph (A) or (B) cannot be taken by an employee intermittently or on a reduced leave schedule unless Saline County Library agrees to such an arrangement. Whenever possible, it is the duty of the employee to provide Saline County Library with at least 30 days' notice before the date the leave is to begin.

A health care provider's statement must be submitted verifying the need for leave for a serious health condition for the employee or the employee's immediate family member. The statement shall provide, among other things, the approximate date the condition commenced and the probable duration of the condition. Any changes in this information should be promptly reported to the HR Manager. Employees returning from FMLA leave which resulted from a serious health condition must submit a health care provider's verification of their fitness to return to work.

Employees shall use accrued paid leave such as sick leave, vacation and compensatory time to cover some or all of the FMLA leave taken.

Saline County Library will maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work but arrangements will need to be made for employees taking FMLA leave to pay their share of health and dental insurance premiums should the employee not be drawing a check. Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave should the employee not be drawing a check and will resume upon return to active employment. Upon return from FMLA leave, the employee will be restored to his or her original position or to an equivalent position.

Employees on approved leave are prohibited from working elsewhere while on leave.

In order that an employee's return to work can be properly scheduled, an employee on FMLA leave is requested to provide Saline County Library with at least two weeks advance notice of the date the employee intends to return to work.

Employees who fail to return from an approved leave of absence within three (3) working days of its expiration will be considered to have quit without notice to Saline County Library.

Additional information regarding FMLA leave can be obtained from the HR Manager.

MILITARY FAMILY LEAVE

Public law 110-181 (signed into law by President Bush on January 28, 2008), amends the FMLA to provide two important new leave rights related to military service:

(1) New qualifying reason for leave. Eligible employees are entitled to up to 12 weeks of leave because of "ANY QUALIFYING EXIGENCY" arising out of the fact that the spouse, son, daughter, or parent of an employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. The meaning of "ANY QUALIFYING EXIGENCY" will be defined by the Secretary of Labor, but until this definition is established, Saline County Library will consider "ANY QUALIFYING EXIGENCY" to be the need of a qualified employee to provide material assistance to the service member with respect to "service" as defined in the uniformed services employment and re-employment rights act (see Section 32 of this policy manual).

(2) New leave entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

5-2 Military Leave (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). The term "service" in the uniformed services includes active duty; active and inactive duty for training; initial active duty for training; full-time National Guard duty; examination to determine fitness for duty; funeral honors duty by National Guard or Reserve members; and certain duties performed by National Disaster Medical System employees. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Individual performing military duty of more than thirty (30) days may elect to continue employer sponsored health care for up to twenty-four (24) months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA clarifies pension plan coverage by making explicit that all pension plans are protected.

Employees on military leave for up to 30 days are required to return to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the military service, and the expiration of eight hours after a period allowing for safe transportation from the place of military service to the employee's residence. So if an employee completes his or her period of service and arrives home at 10:00 pm, Saline County cannot require the employee to report to work until the beginning of the next full regularly scheduled work period that begins at least eight (8) hours after arriving home (in this example, no earlier than 6:00 am the next morning).

Employees on military leave for more than 30 days but less than 181 days: the employee must submit an application for reemployment (written or oral) not later than 14 days after completing service. If this is impossible or unreasonable through no fault of the employee, the employee must submit the application no later than the next full calendar day after it becomes possible.

Employees on military leave for more than 181 days must submit an application for reemployment (written or oral) no later than 90 days after completing service. An employee's failure to adhere to these deadlines does not mean that he or she forfeits reemployment rights. But the employee becomes subject to Saline County's conduct rules, established policy and general practices regarding absence from scheduled work.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. A returning employee loses his or her reemployment rights if he or she is discharged from military service for dishonorable or bad conduct.

USERRA does not require that employers pay employees their regular pay while absent for military service but State law provides for leave of absences for employees certain training programs (A.C.A. §21-4-102). The law states that all employees of the state or of any of its political subdivisions who take a leave of absence for the purpose of participating in the military training programs or the National Guard or any of the reserves shall be entitled to such leave for a period of fifteen (15) days plus necessary travel time for annual training performed in any one (1) year. In addition, leave that is not used in a year may be carried forward to the next year for a maximum of thirty (30) days of military leave in any one (1) year. The leave of absence shall be in addition to regular vacation time allowed to the employee. Employees shall also be entitled to their regular salary during periods of such leave.

A.C.A. §21-4-102 also addresses employees called to duty in “emergency situations” by the Governor or President. In these situations, employees shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. This leave shall be in addition to all other leave.

Contact the HR Manager for more information or questions about military leave.

5-3 Personal Leave Without Pay

Regular full-time employees may request personal leave without pay, to take time off from work duties to fulfill personal obligations. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. The decision to allow personal leave is within the sole and absolute discretion of the supervisor.

Personal leave may be granted for a period of up to 30 calendar days each year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Saline County will maintain group health insurance coverage, including family coverage, for an employee on personal leave on the same terms as if the employee continued to work but arrangements will need to be made for employees taking personal leave to pay their share of health insurance premiums. Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Employees who fail to return from an approved leave of absence within three (3) working days of its expiration will be considered to have voluntarily terminated employment with Saline County Library.

Section 6 - LIBRARY POLICIES

6-1 Circulation Policies

Length of Loans

- Audiobooks: 3 weeks
- Board Games: 3 weeks
- Books: 3 weeks
- Entertainment Equipment: 2 weeks
- Learning Kits: 3 weeks
- Mobile Hotspots: 2 weeks
- Music CDs: 3 weeks
- Preloaded Tablets: 3 weeks
- Cake Pans: 1 week
- DVDs/Movies: 1 week
- Fishing Poles: 2 weeks
- TV Series: 2 weeks
- Video Games: 2 weeks
- Buzz Boxes: 1 week

Furniture, equipment, and other property of the library are not subject to loan.

Circulation Limitations

- Board Games: 2 per card
- Entertainment Equipment: 1 per card
- Learning Kits: 2 per card
- Mobile Hotspots: 1 per card (Must be 18 years or older)
- Preloaded Tablets: 1 per card
- DVDs & Blue-rays: 6 per card
- Video Games: 2 per card
- Buzz Boxes: 1 per card
- Books: Specialized subjects such as holiday books may be limited due to a small number of titles compared to a high demand.

Books in the *Arkansas Collection* {designated on the spine as "ARK"}, from *Reference [REF]*, or Storytime titles **cannot** be checked out.

Copyright laws prohibit duplication.

6-2 Renewals

Books, audiobooks, and music CDs may be renewed twice and all other materials may be renewed once, except as noted below.

The following items may not be renewed:

- An item on hold for another person
- Interlibrary loan material may only be renewed with the approval of the lending library.
- Overdue items may be renewed by telephone, but the same exceptions apply. Renewing an overdue item does not waive the fine but it will stop it from accumulating.

Materials may be renewed in person at the library, over the phone at either library, or online using your library card. If the item is overdue, the computer will automatically block the patron's record. A phone call or visit to the library will be necessary.

6-3 Holds

If an item is checked out, it may be placed on "hold". Holds are made by using the website or a computer in the building or requesting help from a staff member. Items are distributed in order by the holds list and the date it was requested. The patron will be notified by the library when the item becomes available. The title will be held for three days. After three days, it will move on to the next person on the list or be placed back on the shelf.

6-4 Interlibrary Loan/Request for Purchase

Interlibrary Loan

Interlibrary loans are available on items not owned by the library that are six months old or older. A patron must have a valid Saline County Library card and be a patron in good standing. Gateway card patrons need to use their home library for interlibrary loans. Request forms for interlibrary loan are available at the service desks and need to be filled out as completely as possible, especially any special formats such as large print or audiotape. There is a \$1.00 fee charged per request for interlibrary loan materials.

In order to continue offering interlibrary loan services, it is necessary to maintain good relations with cooperating libraries. Library materials should be returned promptly. The loaned materials are due according to the owners' library's due dates, not Saline County's.

Sometimes the library lending the book will put special restrictions on the materials, such as use within the library. The Saline County Library, in fairness, must insist on compliance with such restrictions. The patron will be contacted when the requested material has been received. If we are incapable of filling the request, the \$1.00 can be refunded or credited to the patron's account. If a patron fails to pick up an interlibrary

loan that has been ordered for them, the library may refuse to order for them in the future.

Photocopies of material (such as magazine articles) are always requested to be received by fax. However, there is no way to insure that the lending library will comply with our wishes.

Request for Purchase

A patron may request an item for purchase for the following:

- Items in the catalog marked "In" which are not found on the shelf and items marked "lost", "claimed returned", or "missing".
- Suggestions for purchase of books or other materials.

6-5 Overdues

Overdue fines begin to accrue the day after the material is due.

Overdue fines are 10 cents per day per item. The maximum fine per item is \$5.00.

Overdue fines for special items (such as cake pans, tablets, and board games) are \$1.00 per day per item. The maximum fine per item is \$10.00.

Those owing more than \$5.00 in fines or fees will be prohibited from checking out items.

6-6 Claimed Returned

When a dispute arises over whether or not an item has been returned and not checked in properly, the item can be noted as "Claimed Returned" on the computer. This gives the library staff and the patron time to search for the missing material. The item will remain as "Claimed Returned" for 90 days, and then it will re-appear on the patron's record. At that point, the missing item will need to be charged for replacement by the patron. The patron's account will be blocked until the record is cleared.

6-7 Lost and Damaged Items

Lost Items

If an item is claimed lost by a patron or by the library, the patron will be responsible for replacing the item either by:

- Paying the library the cost of the item or
- Giving the library a replacement copy

A replacement copy is defined as a brand new, exact copy of the item with the same ISBN number and format.

If a lost item is later found:

- If the patron paid for the lost book, the total amount paid will be returned minus the overdue charges.
- If the patron provided a replacement copy, they will not get a refund, but they may keep the library's copy.

Damaged Items

Users who return items to the Library damaged will be assessed a fee for the damages.

Damage includes, but is not limited to:

- Items which have had barcodes and other Library markings removed, water damage
- Torn pages
- Writing, etc.
- Graffiti
- Chewed edges
- Excessively dirty or foul smelling

If the item cannot be repaired, then the cost will be for a replacement. The patron may keep the book when it has been totally removed from the database. If damage is due to a disaster, such as a fire or tornado, there will be no cost to the patron for damages, but proof must be provided that this disaster occurred. Examples of proof are: Insurance paperwork or a newspaper clipping with details.

It is both the library staff and the patron's responsibilities to note any condition problem at the time of check out and not after the item has been returned. The last person to have the item will be charged for the damage.

6-8 Bankruptcy

If a filing of Chapter 7 or Chapter 13 bankruptcy is sent to the Saline County Library, that patron's library account will be waived of all overdue fines and fees accrued up to the date of the filing. The patron is still responsible for any lost or damaged materials and the account will be suspended until the materials are returned or the issue is resolved.

6-9 Patron Confidentiality

In 1989 the Arkansas State Legislature passed Act 903 entitled, "An Act to provide that library records containing names or other personally identifying details regarding the

patrons of the library shall be confidential; and for other purposes.” This act guarantees that no one outside of the card owner will know what materials have been checked out on that card from the Saline County Library unless he has given informed, written consent or a search warrant is presented. This is why library cards are numbered and why patrons no longer sign a book card. It also makes it illegal for a librarian to tell a patron what another member of a household has checked out without his/her written permission. The following is the Act as codified:

Confidentiality of Patrons’ Records

13-2-701. Definitions.

As used in this subchapter:

(a) “Confidential library records” mean documents or information in any format retained in a library that identify a patron as having requested, used, or obtained specific materials, including, but not limited to, circulation of library books, materials, computer database searches, interlibrary loan transactions, reference queries, patent searches, requests for photocopies of library materials, films, or records; and

(b) “Patron” means any individual who requests, uses, or receives services, books, or other materials from a library.

13-2-702. Penalty.

(a) Any person who knowingly violates any of the provisions of this subchapter shall be guilty of a misdemeanor and shall be punished by a fine of not more than two hundred dollars (\$200) or thirty (30) days in jail, or both, or a sentence of appropriate public service or education, or both.

(b) No liability shall result from any lawful disclosure permitted by this subchapter. (c) No action may be brought under this subchapter unless the action is begun within two (2) years from the date of the act complained of or the date of discovery.

13-2-703. Disclosure prohibited.

(a) Library records which contain names or other personally identifying details regarding the patrons of public, school, academic, and special libraries and library systems supported in whole or in part by public funds shall be confidential and shall not be disclosed except as permitted by subchapter.

(b)Public libraries shall use an automated or Gaylord-type circulation system that does not identify a patron with circulated materials after materials are returned.

13-2-704. Disclosure permitted.

A library may disclose personally identifiable information concerning any patron to: (1) The patron; (2) Any person with the informed, written consent of the patron; (3) A law enforcement agency or civil court, under a search warrant; or (4) Any person, including, without limitation, the patron, who has received an automated telephone notification or other electronic communication for overdue materials or reserve materials if the person making the request can verify the telephone number or e-mail address to which the notice was sent.

13-2-705. Construction- Statistics.

(a) No provision of this subchapter shall be construed to prohibit any library or any business operating jointly with a library from disclosing information for the purpose of: (1) Collecting overdue books, documents, films, or other items or materials owned or otherwise belonging to the library; (2) Collecting fines on overdue books, documents, films, or other items or materials; and (3) Contacting its patrons by telephone, mail service, or other medium for the purpose of notifying, informing, and educating patrons or otherwise promoting the legitimate programs, policies, and other interests of the library.

(b) Aggregate statistics shown from registration and circulation records with all personal identification removed may be released or used by a library or library system for research or planning purposes.

13-2-705. Use of information in evidence.

Personally identifiable information obtained in any manner other than as provided in this subchapter shall not be received in evidence in any trial, hearing, arbitration, or other proceeding before any court, grand jury, department, officer, agency, regulatory body, legislative committee, or other authority of the state or political subdivision of the state. Source: Arkansas Public Library Laws Annotated 2006-2006. Charlottesville, VA: LexisNexis, 2005. Acts 1989, No. 903,

6-10 Library Cards

Card Application

Residents of Saline County and non-resident property owners may apply for a library card which will entitle them to borrow library materials and use the public computers.

Applicants for a library card must provide the following:

- Name
- Address
- Telephone Number and/or email address
- Photo ID with a current address or a photo ID plus another approved form with current address

Any of the following is acceptable as identification:

- Driver's license
- Utility bill (electric, gas, water, TV, cable)
- Printed checks
- Printed identification (medical card, company ID)
- Tax receipt
- Vehicle registration (current)

A Post Office Box cannot be used as the sole address of someone living in Saline County; a street address for their residence must also be shown. If none of this is available, a post card can be mailed to the address by the library. When the patron returns with the post card and a photo id, then a library card will be processed.

A child (age 5 and up) may acquire a children's library card with their parent or guardian or caregiver being the primary owner of the card. Therefore, the parent, guardian or caregiver is responsible for the account and able to gain access to information about the account. A caregiver must be at least 18 years old. Once a child is able to obtain a government issued photo ID and parental permission, they may have their own adult card; no one other than the child may have access to this card.

Anyone over the age of 16 does not have to have parental permission to obtain an adult library card.

If a parent or guardian would like to add an additional adult to the account they may do so, but only with written consent.

At the time of registration, five items can be checked out.

Non-Residents Who Work or Who Have Children Who Attend School in the County

If a person lives out of the county, but works in Saline County or has children who attend school in Saline County, he/she may obtain a resident card free of charge. He/she must fill out the standard library card application and provide a letter from the school showing school attendance or a pay stub from a Saline County employer.

Library Card Renewals

A library card (regular and eCard) will be issued for a 3-year period at which time it may be renewed. If the library card has expired, the patron must show proof of address for renewal. There is no limit on the amount of materials the patron can check out with a renewed card.

Change of Address

If a patron moves, they will need to show printed ID with the new address and fill out a new registration form.

Lost or Misplaced Cards

Lost or misplaced cards need to be reported and replaced immediately to prevent someone from using the card. The fee for replacing a lost card is \$2.00.

Temporary Library Cards

Temporary library cards may be issued only when the person is living and/or working on a temporary basis in Saline County.

Information needed for registering for a temporary card:

- Home address (permanent address)/ ID showing their permanent home address.
- Temporary address (local address)
- Reference (company name, address, telephone number) and (local home public library name and address)

A \$10.00 deposit is required which will be refunded at the return of the temporary library card if the card is in good standing.

6-11 Insufficient Check Policy

When a patron writes a check for insufficient funds (also known as bouncing a check), the check must be paid by cash or money order.

After the patron pays for the insufficient funds check, we will continue to take checks from them unless they write a second check with insufficient funds.

At that time, all monies owed to the Library must be paid in cash or money order until further notice. All accounts paid by said patron (including children and other family) will include a note which states that we cannot accept personal checks from them.

6-12 Policy of Non-Discrimination

The Saline County Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

6-13 Gateway and Reciprocal Card Agreements

A Saline County Library card in good standing makes available to its owner the Gateway Card. A Gateway card can be attained for use in public libraries in Central Arkansas.

The following counties have agreed to participate in the Gateway Program with approval from the Library Boards of Trustees:

Arkansas
Jefferson
Cleveland
Lonoke
Conway
Perry
Dallas
Pike
Faulkner
Polk
Garland
Prairie
Grant
Pulaski
Hot Spring
Saline
Jackson
Van Buren
White

To apply for a Gateway card, the applicant must be a patron “in good standing” meaning that the applicant must have had a card at the Saline County Library for a period of time

and have no outstanding long overdue materials. By policy, no one can have a Gateway card unless they are 14 year of age or older.

There is a \$10.00 charge for replacement of a lost Gateway card. It will need to be reissued by the home library. Gateway cards expire one year after issuance.

Citizens of Garland County, Grant, and Hot Spring County can apply for a Saline County Library Card in the same manner as a resident per a special reciprocal agreement by the three library boards. Due to the cooperative agreement, the \$10.00 Non-Resident fees are waved and the Gateway Card Application is not necessary.

6-14 Opportunity Card Policy

Individuals without proof of address or photo ID may apply for an Opportunity Card. Opportunity Cards restrict borrowing privileges to five print books, online resources, and computer usage. Identification is not required to register for the card. Youth may apply for this card without the signature of a parent or guardian. Opportunity cards may be upgraded to a full privilege library card at any time with proof of Saline County home or work address and valid photo ID.

6-15 Non-Resident Cardholders

Any person applying for a non-resident library card must meet the same requirements as a resident patron for identification. An annual fee of \$10 will be charged to obtain a library card.

Non-Resident Property Owners

If a person lives out of the county but owns property in Saline County, they may obtain a resident card free of charge. They must fill out the standard library card application and bring one of the following that includes their name and the address of the property: Tax collector receipt, Tax statement, or Mortgage Papers.

6-16 Institution Card

Due to the need for library services by certain institutions, which would make individual cards of the users difficult for both the group and the library to provide, the institution card is now available with the following stipulations:

- 1) The books will be considered borrowed by your institution and any losses or overdue charges will be the responsibility of the institution to pay.

2) There is a limit of 30 books per card and the usual limits still apply (5 dvds per card, only 2 holiday books per card, and only one renewal is allowed).

3) All federal laws apply to the showing of videos are still to be respected.

4) Multiple cards can be distributed to your institution if there is more than one person who will need to use the card. However, the institution will need to provide permission forms for each and will be responsible for fines, damages, or lost materials.

5) Institution cards will expire on an annual basis depending on the institution. For schools, the year will run from August through May. For other institutions the year will begin on the date the card is initially applied. These will need to be renewed on a year by year basis.

6) Materials can be requested to be selected by the staff. If such a request is made, it needs to be done at least a week in advance to the representative picking up the materials. We cannot provide every book in the library on one specific subject but will give you what is feasible.

7) Materials requested are not limited to non-fiction. Blocks of fiction and non-fiction both are available for this service, including large print materials.

If you have any questions or comments concerning this service, please call the Main library in Benton at 778-4766 or the library in Bryant at 847-2166.

6-17 Outreach, Programming, and Events

Homebound Service

The Homebound Service is available to Saline County residents who cannot utilize traditional library services, or it would cause an undue hardship to do so including: elderly, physically impaired, injured, critically ill, long-term care facility residents, retirement center residents, and rehabilitation center residents.

The Homebound Service provides patrons with a personal one-on-one service to meet their informational, educational, and recreational needs.

Patrons participating in this service may check out any Saline County Library material. Library materials can be mailed or delivered directly to the home or room of the patron.

Programming and Special Events

The Saline County Library shall conduct programs, promotions, special events and publicity to fulfill its mission in the community. All programs and events shall be open to the public, but some programs or events may be designed with specific audiences in mind, i.e., children's programs. Programs or events targeted toward specific audiences will be publicized as such.

Library programming is a continuing resource that provides information, education and recreation to patrons through reoccurring classes, storytimes, summer reading activities and group meetings. Special events are such that occur occasionally, such as author signings, workshops, or observances. The library may incorporate cooperative programming or events with other agencies, organizations, and educational institutions, as well as other resources, to communicate with patrons and promote further library use.

Selection of program or event topics, speakers, courses, classes and resource materials should be made by staff on the basis of the interests and needs of the community. Programs and events should not exclude topics, books, speakers, media and other resources because they might be controversial. Acceptance of a program or event topic by the library does not constitute an endorsement by the library of the group's or individual's policies or beliefs.

Within the scope of the ALA's "Library Bill of Rights", it is the intention of the Board of Trustees to provide programs to the community that educate and enlighten its residents without prejudice to the full and free expression of ideas.

6-18 Filming Policy

Non-Commercial Filming Policy

Persons or organizations desiring to film a performance or presentation at the Saline County Public Library for public viewing must complete the **Request to Film Form**, and be approved by library staff. The one exception shall be local/regional news organizations and personal uses.

The library requires credit in any use of the film. Library patrons may not be filmed without their permission. Permission must also be sought from the presenter or performer of the event.

Filming of the library or library events for commercial use is not permitted.

6-19 Behavior Policy

Personal Code of Conduct

Code for personal conduct. Examples of unacceptable behavior or activity include, but are not limited to:

1. Leaving children under 13 years of age unattended as outlined in the Unattended Child Policy
2. Leaving children at the library after closing
3. Leaving vulnerable adults unsupervised or unattended
4. Not following the cell phone policy: Cell phone ringers must be set to silent and calls should be in a quiet voice and keep to a minimum. No cell phone use in the computer labs.
5. Use of tobacco products, soliciting, selling, skateboarding or skating, consuming intoxicants, intoxication, spitting, sleeping, or loitering on premises
6. Leaving unattended items
7. Annoying, harassing, or threatening another person
8. Physical, sexual, or verbal abuse of another person
9. Interfering with others' use of the library through poor personal hygiene
10. Eating in the library. Covered beverages are permitted in all areas except computers labs.
11. Leaving automobiles in the parking lot without prior permission
12. Demonstrating or picketing inside the building or in such a way as to block access to the building
13. Carrying weapons of any type
14. Defacing, damaging, or stealing library property
15. Uttering profane, obscene, or injurious language
16. Not following the library's "Computer Resources and Internet Access" policy
17. Not wearing proper attire. Footwear, shirts/blouses and pants/skirts/dresses are required at all times
18. Disturbing public peace by persistent loud, annoying or aggressive conduct

19. Bringing animals into the building except by invitation for a program or a service animal defined by Title II and Title III of the ADA.

20. Being in an unauthorized area of the library, or remaining in an area after its closing; staying in the building when requested to leave during emergency situations or drills.

21. Engaging in any activities while on Library premises that are not related to the proper use of the Library

Vandalism of any kind will result in the pressing of charges with no tolerance. Arkansas Code 5-38-203

The Saline County Library expects conduct of the patrons to be polite and respectful. Anyone unable to behave in a manner that will not disturb, abuse or physically endanger patrons or staff will be asked to leave the building and property, no matter what their age. A refusal to leave after being asked to do so will precipitate a call to the local law enforcement officers.

6-20 Unattended Child Policy

The library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable and welcoming environment for all library users.

To ensure the safety of children in the library, the following rules are in effect:

Parents, guardians, and caregivers are responsible for ensuring appropriate behavior and safety of their children at all times while in the Library and on Library property. Parents, guardians, and caregivers can include non-relatives or older siblings of suitable babysitting age. Jumping on or excessively moving furniture and disruptive behavior are not acceptable. Children are required to act in a manner appropriate to the use and function of the Library.

Children younger than five (5) years of age such as those attending the Lapsit, Toddler Time or Storytimes must be accompanied by an adult at all times and throughout all programs.

Children five (5) years old and older may attend staff-supervised programs alone on library property while their supervisory adult makes personal use of library facilities and services without leaving the property. Tween and teen late night programs are the only exception.

Children ages twelve (12) and younger should be accompanied by a parent, guardian, or caregiver at all times. Young children cannot be left alone in any area of the library while the adult browses other areas unless they are in a staff-supervised program and are of the appropriate age as described above.

Children ages thirteen (13) and older who come to the Library without a parent, guardian, or caregiver are welcome for appropriate use of the Library, such as homework, reading, computer use, or attending programs.

Parents and caregivers must be aware of library hours, and make suitable arrangements to meet and/or transport their children. Prior to closing, staff will walk through the library to secure it. If a child age 12 or younger is left unaccompanied at closing time, every effort will be made to ascertain the situation and assist the child in calling his/her parent/guardian/caregiver to arrange for transportation. If there is no contact within 15 minutes, the Library will call police for assistance. Two staff members will remain with the child until the police or parent/guardian/caregiver arrives to transport the child. A note documenting the situation will be placed in the child and/or parent's library record.

6-21 Petitioning Policy

The Saline County Library cannot and will not, in any way, control the content of any petition being circulated near any of its libraries. The presence of petitioners outside of a library building does not constitute the Library's endorsement of the policies, beliefs or political affiliations of any person or group circulating petitions for signatures.

To minimize disruptions to staff and patrons, the Library prohibits petition circulation within the interior spaces and entry lobbies of the Library buildings. Certain areas outside of the Library buildings may be used by the public to gather signatures if the petitioners adhere to the following rules:

Petitioners and their furniture or equipment must not hinder or block the entrances to the Library buildings, or create potentially unsafe conditions to Library staff, patrons, or to the general public.

The Library will not provide supplies, furniture, equipment, or any other amenities to petitioners, nor will the Library store any items for any period of time.

Petitioners may not use any part of the buildings, including walls, columns, and lights to exhibit posters, notes or printed information.

Petitioners shall not approach Library patrons and staff in an aggressive manner or engage in action that constitutes harassment of Library patrons and staff.

Soliciting for funds is not allowed on Library property.

Petition circulators who fail to comply with this (or any other county or city) policy will be asked to leave the premises. Law enforcement will be contacted if any petition circulator engages in what is believed to be unlawful behavior.

6-22 Collection Development Policy

The Saline County Library Board of Trustees subscribes to the principles of the Library Bill of Rights and the Freedom to Read statements established by the American Library Association. A keen awareness has developed concerning the necessity of careful evaluation and selection of materials. The function of the Library is to provide materials for all ages, from preschool through maturity. As many subject fields as possible are provided with the only limitations being those of budget and of human understanding. The objectives of the materials selection policy are to use money collected and donated for the benefit of the public to:

- 1) Provide library resources for the interest, information and enlightenment of all the people of the area served,
- 2) Provide materials to meet the continuing education needs of out-of-school adults and for the enrichment of the formal education needs of children and young adults, and
- 3) Provide materials to meet the recreational needs of all ages.

Collection Development

The collection of the Saline County Library shall be developed under the supervision of the library director and is maintained by professional librarians on staff. The collection shall be expanded and weeded according to the library policy as implemented by the best professional judgment of the librarians, in order to provide access to the human records of the past and present, whether factual, imaginative, scientific, or cultural, on all intellectual levels in a variety of forms both print and non-print.

The aim in selecting **adult materials** is to make available books and other materials that will meet the educational, informational, cultural, and recreational interests and needs of the people of the county. To fulfill this aim, the Library endeavors to maintain a carefully selected collection of representative books and other materials of permanent value and of current interest. Materials are selected from many sources and are chosen with the following in mind: the interests of the community, the reading tastes and educational levels of the borrowers, the need for the items in the Library, and the reviews found in professional reviewing media.

Children's materials are selected to provide pleasurable reading for the sake of reading and to provide information in fields of knowledge which is of interest to children. Materials are carefully selected so that children of all ages and abilities are served and so that the collections will stimulate imagination, mental growth, and intellectual development. Children's and young people's titles, almost without exception, are also reviewed, read, or examined before purchase.

Young adult materials are selected to help teenagers to realize self-actualization and to live useful, well-adjusted lives in the community and to help them know and understand the world at large.

Films and Musical recordings are selected to provide patrons with important musical and film resources of past, present, and future significance—or, a glimpse of what was, what is, and what might be. The collection will not shy away from recordings or movies which contain artistic value, even if those recordings are considered to be controversial or experimental, in hopes that their inclusion will invite discussion, thought, and understanding.

The collection shall be developed and organized for access in many ways, to make it possible for citizens to inform and entertain themselves as their needs and desires

occur, and to allow access for those disadvantaged by lack of education, lack of language facility, ethnic or cultural background, age, physical or mental handicaps, or apathy.

Special Collections

Arkansas Room Collection

The David O. Demuth Arkansas Room houses a collection of state, regional, and local information and resources. It is open for public use during the hours the library is open to the public. People using the Arkansas Room are requested to sign in.

The materials in the Demuth Room are non-circulating with no exceptions and it is encouraged that the materials be used only in the room. However, photocopies are allowed at 10 cents per page.

A microfilm collection is available with local newspapers and other items of historical interest. Copies may be made for 25 cents per page.

Reference Collection, Usage and Access

Materials specifically designed for research are placed in the Reference Area. The reference collection is open to the public at all times during the library's regular public service hours. The books in the reference area cannot be checked out, but they may be removed to other parts of the library. A photocopier and scanner are available in the area. Staff is available to assist in duplicating materials. Computer copies and photocopies are 10 cents per page if regular black and white; computer color prints are available for \$1.00 each.

Gifts and Memorials

The Saline County Library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. No commitment to accept gifts shall be made by anyone except the Librarian and the Board. All such offers made indirectly shall be referred to the librarian. In respect to gift books, this policy shall be followed: the library maintains the right to decide whether or not any gift is to be added to the collection, sold, or discarded.

As the donor, the board would like for you to understand the following concerning your donation:

- 1) The Library is not obligated to retain any gifts which fail to meet its criteria for selection.
- 2) The Library has the right to discard any gifts in poor physical condition (e.g., brittle paper, water or mildew damage, underlining in the text, torn and/or missing pages).

3) The Library has the right to sell any gifts which duplicate materials already in the collection and are not needed for replacement or duplicate copies.

4) The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or not indexed.

5) The Library has the right to determine suitability for inclusion in the reference or circulating collections and those materials which are useful to the library collection will be retained and other items disposed of in whatever manner the library deems best.

6) The Library will determine the classification, housing and circulation policies of all gifts (as with purchased items).

7) The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge the receipt of gifts in writing if requested by the donor.

Suggestions of specific titles or subjects are welcomed when memorial donations are given but the final decision, based on the Library collection, rests with the Librarian.

Materials written or produced by local authors must meet the general selection standards for inclusion in the library collection. No materials will be automatically added to the collection.

Materials Generally Excluded from the Collection

- Most textbooks (except in those areas where the titles represent the main body of knowledge or best available sources of information.)
- Most complimentary desk copies or publisher's samples.
- Older editions of titles already owned by the Library.
- Marked up or dilapidated copies.
- Consumable materials, including workbooks and instructional supplies.
- Most ephemera.
- Outdated titles containing erroneous or misleading information, particularly in medicine, science, social science, and business disciplines.
- Reader's Digest Condensed Books.
- The work has inadequate characterization, plot, literary style, or atmosphere.
- The work shows an obvious lack of integrity.
- The work is produced to incite hatred and intolerance.
- The work is of a religious, political or philosophical nature not of general interest.
- The work is obscene or pornographic as defined by community standards of good taste and morality. Works which present an honest picture of some problem or aspect of life, however, will not be excluded because of coarse language or frankness; furthermore, all materials will be judged as a whole rather than isolated passages; and
- The work adds nothing new to a field already well covered in other works.

All library materials including gifts will be evaluated according to this policy. Any items not kept by the library considered for inclusion in the book sale to benefit the library.

Withdrawal of Materials

As the physical plant of the Library limits materials capacity, and as the use and age of materials limits their life and effectiveness, material must be periodically re-evaluated as to their current and future value to the library.

1. Damaged or worn materials of continuing value will be repaired when possible and/or replaced with materials of similar use when possible.
2. Materials of continuing value which are replaced by updated or revised information will be considered for redistribution according to the needs of the Libraries.
3. When, in the best professional judgment of the County Librarian, the current and future value of materials does not warrant retaining multiple copies.
4. Titles which have not circulated for several years will be considered for withdrawal.
5. The Library board has approved the “Crew Guidelines for Weeding” as a good general guide for weeding.

Reconsideration of Materials

Anyone is free to personally reject materials of which he or she does not approve; however, the choice of library materials for personal use is an individual matter. No one has the right to exercise censorship to restrict the freedom of use and or access of others. Any request for reconsideration of an item in the collection must follow the Library’s procedure, as follows:

1. If a patron objects to materials held by the Library, he or she may submit a complete Citizen’s Request for Reconsideration of Library Materials Form with full name and address. Anonymous forms will not be accepted.
2. Upon receipt of the completed form, the Library Director will review the reasons for the complaint and the materials in question. The Director will attempt to answer the complaint to the patron’s satisfaction. If the patron is not satisfied with the Director’s action, the patron may request that the materials be reviewed by a Materials Review Committee consisting of the Library Director, one other library employee, and two members of the Library Board of Trustees.

6-23 Public Access and Internet Acceptable-Use Policy

By using a public access computer at Saline County Library you agree to the following guidelines. All users of public access computers and laptop computers

are expected to use these resources in a responsible manner and to follow the library's Rules and Regulations. Responsible, ethical uses of resources, including the Internet, include the following:

Using resources for educational, informational and recreational purposes only; not for unauthorized, illegal or unethical purposes. Any commercial or malicious use is prohibited.

Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

Making only authorized copies of copyrighted or licensed software or data.

Patron's personal software may not be loaded on library computers **without staff knowledge and/or assistance.**

Not sending, receiving, or displaying inappropriate materials that could reasonably be construed as obscene in either text or graphic formats. Deliberate, continued use of an obscene or illegal site may result in the police being called and computer privileges will be discontinued.

Printing is 10¢ per page for black and white copies and 25¢ per page for color copies. You are responsible for all copies that you print.

The Saline County Library assumes no responsibility for the use of the Internet. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian to determine what is appropriate for his/her child. All internet computers are filtered.

Rules and Regulations

- Patron has a current library card and is in good standing. Patron must have card present, have photo on file, or present a photo ID. Guest passes can be given to non-Saline County residents.
- Patrons under the age of 17 who are not accompanied by a guardian and are in good standing may be given courtesy time via a guest pass at the discretion of the Children's Staff.
- Patron may be required to sign in using his/her library card.
- Patron respects the 60-minutes per day limit on the Children's computers and the 90 minutes per day limit on the Young Adult and Adult computers. Time may be extended at the discretion of library staff.
- Computers in the Children's Department are divided by age. Young Adult computers are available for patrons ages 13-16. Children's computers are available for patrons ages 5-12. Toddler computers are available for patrons ages 0-4. The toddler computers do not connect to the internet and do not require a

library card. Patron is required to honor the age restrictions and use only the computers designated for him/her.

Library staff is available to assist patrons in their use of the computer resources, but may not be familiar with every application that is available. Due to scheduling constraints, there may not be staff available for one-on-one assistance.

Patron's using SCL's laptop computers must also present a valid driver's license, which will be held at checkout point until all pieces are returned.

Laptops can be used anywhere in the library, but may not be taken out of the library. Patron assumes full physical and financial responsibility for the equipment checked out. You are responsible for the laptops; they should not be left unattended. Report immediately any hardware or software problems to the check-out desk.

When returned, equipment will be inventoried for all pieces and tested. The loan period is 90 minutes per day. All laptops are due back ½ hour prior to closing. The patron is responsible for any missing equipment.

Any attempt to tamper with any piece of equipment or to remove it from the library will be considered theft and the library staff will call the police

Patron has agreed to abide by this Internet Acceptable Use Agreement and these Rules and Regulations when logging onto any public access computer.

Patrons as well as non-resident patrons will have access to the Libraries' wireless connection. Library staff is available to assist patrons and non-resident patrons to gain access to the wireless connection; however staff cannot assume liability for directly configuring the users system. It is the sole responsibility of the individual to know how to connect their equipment to the libraries' wireless connection.

Failure to abide by this policy will result in computer privileges being suspended for 30 days or being revoked.

Wireless Internet Policy

The Saline County Library offers FREE wireless access (aka "hot spots" & "Wi-Fi") for library patrons to use with their own personal notebooks, laptops and other mobile devices. These access points are unsecured and filtered to comply with Children's Internet Protection Act (CIPA) regulations. A patron's use of this service is also governed by Saline County Library's Internet Policy.

- As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrusted parties between you and anybody with whom you communicate with, and any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers,

passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.

- Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Use of Saline County Library's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.

6-24 Meeting Room Policy

The library has two meeting rooms, one in Benton and one in Bryant, that are primarily for meetings or programs of an educational, cultural or civic nature presented or co-sponsored by the library or not-for-profit groups or agencies.

Library sponsored programs and programs of the library's affiliated organizations will be given priority in the reservation of meeting room space. After, requests are considered in the following order:

- Agencies of Saline County Government
- Community non-profit cultural or civic organizations
- City of Benton or Bryant agencies
- All other uses, including individuals or groups whose primary purposes are religious, business and for-profit entities.

Sale of Products or Services

Programs involving the sale, advertisement or promotion of commercial products or services are prohibited. Organizations may not charge admission fees. Fees for items such as a meal or program materials are permissible as long as attendance is not dependent upon the payment of such fees.

Reservations

Reservations are on a first-come, first-served basis and may not be made more than 4 weeks in advance of the requested date. Organizations or individuals are allowed one meeting per month at each of the two locations.

To reserve a meeting room, fill out this application or call the library at 501-778-4766. To see available dates and times, visit our website.

Rules and Terms of Use

- Food or drink is allowed only by special permission. Only catered meals, covered-dish meals or light refreshments shall be served. Utensils, dishes, etc. must be furnished by the user organization. All groups are responsible for food and/or trash cleanup.
- Damages to the room or library property shall be charged to the person/group using the room. No group is allowed to attach anything to the walls.
- The library assesses no deposit for the use of its meeting rooms except in the case of persons or groups wishing to make crafts or items that require hammers, nails, glue guns, paint and other like items. Charges may be assessed against groups or individuals who fail to leave the room in a clean and orderly condition.
- Setting up tables and chairs is the responsibility of the user or organization.
- Groups using the meeting rooms must observe the building's scheduled opening and closing times. All meetings should be over and the room vacated 15 minutes before the library closes.
- When scheduling meeting room time, remember to allow your group sufficient time for any necessary set-up or clean-up.

The library can provide the following audiovisual items:

- TV
- DVD player
- Laptop
- Podium
- Overhead projector
- Slide projector
- LCD projector

Scheduling of a meeting or program of a group or organization in the library does not in any way constitute an endorsement by the library of the group or organization, its activities or the ideas and opinions expressed during the course of the meetings or programs held at the library.

Publicity generated by a group or organization for a meeting or event in a library meeting room may recite the library name, address and appropriate room designation only.

6-25 Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961 and January 34, 1980 by the ALA Council. Approved by the Saline County Library Board September 17, 2007 51

6-26 The Freedom to Read Statement

The Freedom to Read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read. We are deeply concerned about these attempts at suppression.

Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still

favor free enterprise in ideas and expression. We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy. Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress. Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighting and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the

public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth.

The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and AAP Freedom to Read Committee.

6-27 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Saline County Library. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Saline County Library, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Library or its personnel policies and practices.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee handbook is an important document intended to help employees become acquainted with Saline County Library. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Library's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Saline County Library's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Library at any time.

I further understand that my employment is terminable at will, either by myself or the Library, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Saline County Library other than the SCL Board of Trustees may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Library's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.