

AGENDA

Saline County Library Board of Trustees

5/19/2020 | 3:30 pm

1800 Smithers, Benton, AR

Zoom URL: <https://us02web.zoom.us/j/87407088649>

- I. Call to Order
- II. Announcements
- III. Minutes from the 3/16/2020 and 5/1/2020 board meetings
- IV. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
- V. Discussion Items
 - a. Friends of the Library Report - none
 - b. Director's Report
 - c. Library Management Team Reports
- VI. Old Business
- VII. New Business
 - a. Telework Policy
 - b. Publicity/Statements to the Media Policy
- VIII. Adjourn

Next regular board meeting: 7/20/2020 at 3:30 p.m.

Board Meeting Minutes

March 16, 2020

In-Person Attendees:

Susan Benzick, Chair
Caroline Miller Robinson, Board Member
Patty Hector, Library Director
Erin Loy, HR Manager
Brad Crumby, Financial Coordinator
Jacob Estes, Entegriy Partners

Virtual Attendees:

Marian Douglas, Board Member
Lindsay Jordan, Board Member
Pat Bisbee, Quorum Court Liaison
Janine Miller, Library Manager
Leigh Espey, Branch Manager
Julie Syler, Innovations Librarian

Excused:

Dustin Sanders, Board Member

I. Call to Order

Benzick called the meeting to order at 3:35 PM

VII. New Business

b. Entegriy Preliminary Assessment Report

Estes shared that the Benton building is less energy efficient than the Bryant building and advised that glazing the windows, replacing light bulbs, and tuning up the air conditioning system should be the top priorities. Solar power could also be explored. All costs haven't been estimated yet, but the library should qualify for rebates that would lower the cost.

Miller Robinson asked if money spent on an analysis would be applied toward the project. Estes responded that it would, but if the project is not pursued, the analysis cost is not refundable.

Douglas advised that it would be best to revisit after COVID-19 pandemic has died down. All members agreed.

VIII. Announcements

No announcements.

IX. Minutes from the 1/27/20 Board Meeting

Miller Robinson moved to accept the minutes as presented. Douglas seconded the motion, which passed unanimously.

X. Financial Reports

a. Income and Expense Reports

Jordan moved to accept the income and expense reports as presented. Miller Robinson seconded the motion, which passed unanimously.

b. Budget Modification Report

Douglas moved to accept the budget modification report as presented. Jordan seconded the motion, which passed unanimously.

V. Discussion Items

a. Friends of the Library Report

Included in packet.

b. Director's Report

Included in packet.

c. Library Management Team Reports

Reports included in packet from Adult Services, Bryant Branch, IT, Library Manager, Marketing, Public Services, and Youth Services Departments.

VI. Old Business

a. 2020 Budget Revised

Loy presented personnel budget updated with figures for funding 27th payroll and a 2% raise for part-time staff effective 3/1/20.

Douglas asked if staff are looking at areas of budget that can be cut back in order to meet personnel needs and continue paying staff, especially part-time staff, if income is diminished due to COVID-19 pandemic.

Miller Robinson suggested to continue operating, but without spending in all areas previously budgeted as we see what happens.

Hector responded that admin staff are looking at areas of budget where spending can be reduced, and that there are also reserves that are rarely touched.

Miller Robinson moved to accept the 2020 revised budget. Douglas seconded the motion, which passed unanimously.

b. Update to Behavior Policy

Jordan moved to accept the proposed changes to the Behavior Policy. Douglas seconded the motion, which passed unanimously.

VII. New Business

a. Library Deletions

Hector shared that most of the items listed will be donated to Habitat for Humanity.

Miller Robinson moved to approve deletion of items as presented. Douglas seconded the motion, which passed unanimously.

c. Pandemic Flu Policy

Hector shared that Judge Arey gave the library Board authority to decide on closing and/or offering limited services due to the COVID-19 pandemic. Some staff have already begun working from home, leaving a smaller number of staff in the buildings. Curbside service is being considered as a next step to continue offering valuable services to patrons, while minimizing exposure. This would result in some staff working in the buildings, some working from home, and most on a reduced schedule.

After discussion, Miller Robinson moved to continue paying all staff for regular schedules. Douglas seconded the motion, which passed unanimously.

Miller Robinson moved to implement restricted access service. Douglas seconded the motion. Motion passed with two votes in favor and one vote in opposition.

VIII. Benzick adjourned the meeting at 4:55 PM.

Submitted by,

Erin Loy
HR Manager
Board Secretary

Special Board Meeting Minutes

May 1, 2020

In-Person Attendees:

Marian Douglas, Board Member
Dustin Sanders, Board Member
Patty Hector, Library Director

Caroline Miller Robinson, Board Member
Pat Bisbee, Quorum Court Liaison
Erin Loy, HR Manager
Brad Crumby, Financial Coordinator
Janine Miller, Library Manager
Leigh Espey, Branch Manager
Julie Syler, Innovations Librarian

Virtual Attendees:

Susan Benzick, Chair
Lindsay Jordan, Board Member

I. Call to Order

Benzick called the meeting to order at 4:19 PM

II. Announcements

No announcements.

III. Director's Report

Hector shared that the Saline County Finance Committee is scheduled to meet on May 18 at 4:30 PM to discuss possible effects of COVID-19 pandemic on county budget.

Douglas suggested postponing next board meeting which was previously scheduled for May 18 at 3:30 PM. Tuesday, May 19 at 3:30 PM was selected.

Hector stated that staff had already discussed purchasing book lockers with the John Cotton Dana marketing award money. Given the current pandemic, they would be especially useful in getting materials to patrons with limited person-to-person contact. Staff will resume researching products.

Loy is getting a telework policy together to present for approval at the May 19 board meeting. Douglas asked if a communication policy could be developed as well. Loy responded that it could and would also be presented at the next meeting.

Sanders moved to instate a temporary communication policy that all communication with press and outside organizations go through the Library Director. Douglas seconded the motion, which passed unanimously.

IV. Old Business

No old business.

V. New Business

a. Re-Opening Plan

Miller Robinson moved to resume curbside service on Tuesdays, Thursdays, and Saturdays as presented in reopening plan. Jordan seconded the motion, which passed unanimously.

b. Remodel Project

Hector shared that she's not comfortable moving forward with the furniture purchase as previously quoted. The quote included approximately \$170,000 in furnishings for the Benton building. In an effort to keep spending down, Hector asked to move forward with purchasing only furniture for Youth Services areas that were the most in need. This would drop the cost to around \$100,000. If budget is only minimally impacted, the remaining furniture can be ordered later. All members agreed.

VI. Benzick adjourned the meeting at 5:15 PM.

Submitted by,

Erin Loy
HR Manager
Board Secretary

Saline County Library
Operating Budget - Income Report
Through April 30, 2020

	Period: 01.01.2020 - 02.20.2020		Period: 02.21.2020 - 04.30.2020		Income Year to Date	
Budgeted Income						
Copies and Printing		2,803.35		2,754.86		5,558.21
Damage		89.65		117.33		206.98
Fines/Fees		3,298.66		1,936.83		5,235.49
Interest on Checking		2,487.56				2,487.56
Lost Item		475.98		478.20		954.18
Replacement Card		98.00		42.00		140.00
State Aid		-		29,803.83		29,803.83
Tax Receipts		453,027.59		138,676.35		591,703.94
Temporary/Out of County Patron		10.00		-		10.00
Total Budgeted Income		462,290.79		173,809.40		636,100.19
Other Income						
5K Run		-		1,205.00		1,205.00
Book Sale		6,262.27		1,383.60		7,645.87
Donation		-		51.00		51.00
Fundraising		333.17		310.02		643.19
Accessories	2.00		87.00		89.00	
Book Bags	33.00		-		33.00	
Coffee Bar	80.00		30.00		110.00	
Earbuds	14.00		4.00		18.00	
Flash Drives	32.00		5.00		37.00	
Gumballs	172.17		184.02		356.19	
Passports		8,035.00		4,420.00		12,455.00
Restitution		706.15		410.00		1,116.15
State Scholarship Money		5,400.00		-		5,400.00
Total Other Income		20,736.59		7,779.62		28,516.21
TOTAL INCOME, OPERATING BUDGET		\$ 483,027.38		\$ 181,589.02		\$ 664,616.40
Checking Balance as of 04.30.2020	\$2,442,051.82					

Saline County Library
Operating Budget - Expense Report
Through April 30, 2020

<u>Line</u> <u>Item</u>	<u>Budget Classification</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Balance</u>	<u>Percentage Expended</u>
Personnel - Salaries					
	Salaries	\$1,616,974.46	\$591,835.36	\$1,025,139.10	37%
Personnel - Benefits					
600	Social Security Matching	\$125,000.00	\$35,029.92	\$89,970.08	28%
800	Noncontributory Retirement	\$240,000.00	\$62,758.02	\$177,241.98	26%
900	Healthcare	\$228,000.00	\$62,494.43	\$165,505.57	27%
1000	Worker's Comp	\$6,000.00	\$4,096.00	\$1,904.00	68%
1100	State Unemployment	\$5,000.00	\$2,448.10	\$2,551.90	49%
1200	Other Fringe Benefits	\$1,000.00	\$165.00	\$835.00	17%
	TOTAL Benefits	\$605,000.00	\$166,991.47	\$438,008.53	28%
	TOTAL Personnel Fund	\$2,221,974.46	\$758,826.83	\$1,463,147.63	34%
Supplies					
1600	Printing	\$10,000.00	\$1,865.38	\$8,134.62	19%
1700	General Office Supplies	\$30,021.82	\$5,368.54	\$24,653.28	18%
2000	Janitorial Supplies	\$8,000.00	\$2,128.01	\$5,871.99	27%
3300	Service Contracts	\$120,000.00	\$5,201.58	\$114,798.42	4%
Professional Services					
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	0%
4800	Other Professional Services	\$15,000.00	\$1,349.66	\$13,650.34	9%
4900	Telephone	\$30,000.00	\$5,902.58	\$24,097.42	20%
5000	Postage	\$10,000.00	\$2,955.69	\$7,044.31	30%
Transportation					
2500	Fuel for Library Vehicle	\$3,000.00	\$402.25	\$2,597.75	13%
5200	Mileage Reimbursement	\$1,606.15	\$302.62	\$1,303.53	19%
5300	Travel (airline and rental car, etc)	\$7,000.00	\$849.41	\$6,150.59	12%
Advertising and Marketing					
5500	Advertising and Marketing	\$21,706.25	\$6,188.62	\$15,517.63	29%
Insurance					
5800	Fire and Extended Coverage	\$15,000.00	0.00	\$15,000.00	0%
5900	Vehicle Insurance	\$4,000.00	2607.54	\$1,392.46	65%

Saline County Library
Operating Budget - Expense Report
Through April 30, 2020

<u>Line</u>		<u>Current</u>	<u>Current</u>	<u>Percentage</u>	
<u>Item</u>	<u>Budget Classification</u>	<u>Current Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Expended</u>
Utilities					
6100	Electricity	\$75,600.00	\$21,017.55	\$54,582.45	28%
6200	Gas	\$15,000.00	\$5,798.25	\$9,201.75	39%
6300	Water	\$5,000.00	\$653.27	\$4,346.73	13%
6400	Waste Disposal	\$5,155.00	\$1,345.80	\$3,809.20	26%
Repairs and Maintenance					
6500	Buildings and Improvements	\$50,000.00	\$2,415.31	\$47,584.69	5%
6600	Machinery and Equipment	\$40,000.00	\$3,536.17	\$36,463.83	9%
Miscellaneous					
7300	Dues and Memberships	\$5,000.00	\$1,138.00	\$3,862.00	23%
7900	Meals and Lodging	\$7,500.00	\$2,667.86	\$4,832.14	36%
8200	Refunds	\$7,400.00	\$5,467.49	\$1,932.51	74%
8500	Programming	\$91,347.20	\$20,968.20	\$70,379.00	23%
8600	Computer Software	\$53,187.00	\$47,286.36	\$5,900.64	89%
8700	Staff Development	\$6,000.00	\$100.00	\$5,900.00	2%
8752	Fundraising	\$9,368.17	\$152.11	\$9,216.06	2%
Materials					
8800	Books, Magazines, and other sources	\$550,000.00	\$116,780.37	\$433,219.63	21%
Capital Outlays (from State Aid)					
9100	Building and Furniture	\$100,000.00	\$166.43	\$99,833.57	0%
9300	Machinery and Equipment	\$60,000.00	\$15,303.43	\$44,696.57	26%
Grant 2019					
G2019	John Cotton Dana Award Grant	\$9,085.56	\$0.00	\$9,085.56	0%
Total 2020 Budget		\$3,586,951.61	\$1,038,745.31	\$2,548,206.30	29%
Anticipated Millage Fund		\$3,118,024.00			
Anticipated State Aid		\$119,215.31			
Anticipated Fines, Fees and Copies		\$25,000.00			
Anticipated Interest		\$20,000.00			
Anticipated Rollover		\$275,000.00			
		\$3,557,239.31			
				Checking Balance as of 04.30.2020:	
				\$ 2,442,051.82	

**Saline County Library
2020 Budget Modification Form**

Prepared By: Brad Crumby

Date: 05.19.2020

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R I N C O M E	1700	General Supplies (<i>bookends for store</i>)	30,000.00	30,021.82	5,368.54	24,653.28	436.89	30,458.71	25,090.17
	5500	Advertising and Marketing (<i>banner for Friends, magazines</i>)	20,000.00	21,706.25	6,188.62	15,517.63	681.76	22,388.01	16,199.39
	8750	Fundraising <i>Book Sale Income</i>	1,000.00	9,368.17	152.11	9,216.06	264.95	9,633.12	9,481.01
	8752	Fundraising <i>5K Run, Donation, Fundraising, and Passport Income</i>	1,000.00	9,633.12	152.11	9,481.01	5,986.02	15,619.14	15,467.03
	8752	Fundraising (<i>bounced check reissued, AT&T easement sale</i>) <i>Restitution Income</i>	1,000.00	15,619.14	152.11	15,467.03	410.00	16,029.14	15,877.03
							\$ 7,779.62		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
							\$ -		

Director's Report

May 2020

Budget Shortfall

I'm going to wait until July to present a revised budget. Things are changing too fast. We're spending money in quite different ways than we anticipated we would this year. We're looking at adding another self-check station and researching the materials locker. We're going to have to spend quite a bit to get hand sanitizer stands and plexiglass shields for the public desks.

Curbside Holds Pickup

Patrons appreciate having access to materials via holds. Demand has been heavy and during the first week staff barely had time to catch their breath in their 4-hour shift. We are ready to expand the service and think that offering it at both branches five days a week will slow it down to a more manageable level. We have enough staff if we keep to the afternoon schedule for pickup and have other staff in earlier to check materials in and pull the holds. This will also allow us to keep staff in the building to a minimum.

Re-Opening to the Public in June

We are still working on all the details that would have to be part of a plan to re-open to the public. We feel like we don't have enough information to make an informed decision and need to be very flexible in our dates.

Submitted by,
Patty Hector
Library Director

Library Management Team Report
Adult Services Department
May 2020

During this time of Covid-19 we have all had times of uncertainty. This has also been a time of growth for us and a time of coming together. It has taken us all to accomplish the awesome programming virtually. This report is Adult Services working with the other departments, working as a team to provide our community with quality programs and services.

The library is implementing new software this year called Beanstack to present the Summer Reading Program (SRP) virtually and is schedule to go live June 1st kicking off SRP 2020. Laura Austin has worked with the committee to achieve the setting up of the software. Laura has worked on programming and filming of classic games and crafting projects for this summer. Becky has been working on prepping crafts and filming for her outreach programs this summer. Jordan will be posting a schedule of the activities. Becky and I, along with managers' input, have worked on the Homebound/Outreach policy to clarify its purpose to staff and community. This program is for individuals that are unable to come to the library and have no one to pick up items for them to use.

We have also used this time for education through webinars. Lynda.com, one of our online research tools, has provided a wealth of knowledge.

This has been a time of uncertainty and a time of unity, working together to serve our community. Thank you for all your support.

Submitted by,
Alissa Turner
Adult Services Manager

Library Management Team Report
Bryant Branch
May 2020

- Rachel Wallace and Anna Wagnon have been taking advantage of the building being empty of patrons by continuing to clean up the collection. The Large Print and Young Adult sections have been completely weeded. The Young Adult section has been shifted into the color genre categories.
- Billy Jack Osborne has been checking on the building and grounds several times a week. He has been cleaning the interior and maintaining the grounds outside.
- All staff that have not been able to physically come into the library have been diligently attending online trainings and webinars.
- Sara Martin and Brett Williams have been creating awesome virtual programming with the rest of the Youth Services staff! They have been working hard on the new Virtual Summer Reading Program.
- The first two weeks of curbside service went really well! Patrons were glad to have access to the collection once again. The first hour of each day was crazy busy with phone calls of people ready to pick up requested materials, reserve a computer for use, or to place a request for an item. Staff have done an amazing job keeping up with the pace! Staff are doing great with the newly implemented precautionary procedures. We are excited to hopefully extend service days and open both locations. Our "normal" will not be the same, but having the normalcy of a new routine and getting back into the buildings with coworkers is wonderful!

Submitted by,
Leigh Espey
Branch Manager

Library Management Team Report
IT Department
May 2020

The IT department was very busy throughout the month of April. With only a few days notice, we were able to provide limited computer services for patrons before we fully closed. Once our closure was announced, we set up an e-mail address that patrons could use to ask questions or get help with our various digital resources. IT also ensured that those who could work from home had access to Workflows, so that library processes could be maintained while we were fully closed. I have also come in at least once a week while we were closed to do server maintenance and finish our E-Rate application for 2020.

Our primary focus has been to provide support to the library staff in any way that we can during this unprecedented time.

Submitted by,
Rob Walton
Technology Manager

Library Management Team Report

Library Manager

May 2020

Oh what a time to be alive!!! The past couple of months have been quite unusual from what I am normally accustomed to, but it has been a valuable learning experience that has presented many opportunities to embrace working in different way during these times of uncertainty until we are able to resume a life of normalcy, whatever that means. I have been essentially working from home since our last board meeting, and have been seeking new ways to be productive, be accountable, and be present. Initially, I sought various trainings to do using Lynda.com and gained some very valuable insight regarding Time Management Working from Home. I have attended many virtual executive meetings, manager's meetings, demonstrations, re-opening plans, summer reading program planning meetings, and facilitated some form of one on one meetings or group meetings with my public facing management team. I have participated in assisting with virtual programming via Facebook with a cooking video, a trivia, and being a Table Talk staff guest. All of these were very fun to do, and a new way to reach those in our community. I have been contacted by several former colleagues who have been inspired by the initial vision of Marketing and Youth Services, along with some Public Services and Adult Services staff/programmers with virtual programming. A few of my former colleagues have adopted a form of our virtual programming at their respective libraries, and embracing new ways to engage those in their community.

Beanstack

Beanstack is our summer reading software that will be used for our 2020 Virtual Summer Reading Challenge. The Beanstack committee: Laura Austin, Sarah Beth Lesko, Rebecca Kidder, Leigh Espey, and myself have spent the past month working through setting this software up. Big thanks to these ladies for their collaborative team work, for ideas, setting up challenges, testing challenges, creating staff manuals, and upcoming staff trainings. Also, big thanks to Kari Beesley, Jordan Reynolds, and Brett Williams for the amazing graphics. Youth Services staff served as our "testers" for challenges to give us input from a patron standpoint during the setup process, as well as input on children's challenges, which was very helpful. We had a tight deadline to meet with tedious tasks, and we received feedback May 12 that we met Beanstack's guidelines for our software setup to go live June 1, as well as begin staff trainings. There will be opportunities to earn tickets by completion of challenges, activities, and badges. We decided that with the uncertainty of the pandemic, this would be a great opportunity to support local small businesses by purchasing gift cards/certificates as prizes for the end of the summer. As a committee, we hope that we have delivered a product that is engaging and inclusive for all in our community and will be pleased with the impact. The 2020 Virtual Summer Reading Challenge is just the beginning. Beanstack provides opportunities to engage readers all year long. If you get a chance, you should check out a preview: <https://salinecountylibrarysandbox.beanstack.org/reader365>

Submitted by,
Janine D. Jamison-Miller
Library Manager

Library Management Team Report

Marketing Department

May 2020

Marketing has been running like crazy this month by promoting and also coordinating programming. Jordan has been a rock star and making sure all of our schedules are consistent so our audience gets used to our new schedule. She also makes sure we have a variety of programmers so all age groups are represented. She put together the statistics and they show that our programming online is getting great attention and the adult programs at 8:30 pm are so successful. ([Slides available](#))

Our Bookin' It 5k completed in April. The race didn't actually happen so we moved to completely virtual and asked participants to post their pictures online with the hashtag #BookinItForFines. About 12 participants posted, which is great! We had:

- 15 Sponsors
- 64 Participants
- \$2700 in Sponsorships
- \$629.95 earned in registrations and t-shirt sales
- Total raised: \$3229.95
- Expenses: \$923.71 (mostly t-shirts)
- **PROFIT: \$2,306.24**

Now we are getting ready for Summer Reading and have started promotion with a couple of billboards, social media posts and press releases. We will send out email blasts and put our banner out at the front of the building along with bookmarks in all of the holds.

Submitted by,
Kari Beesley
Marketing Manager

Statistics for SRP Planning

Statistics pulled from video programming on Facebook
from March 16 (start of Virtual Programming) to April 25.

Since March 16, people have viewed our videos for over 36,600 minutes or 610 hours.

Views have gone up 1033% since COVID started.

Things to keep in mind:

- Engagement is not always the biggest indicator of a program's success. If a parent is watching storytime with their child, they probably aren't going to comment.
 - Views are our best way to relate anything to program attendance.
- Videos **MUST** have been on Facebook for at least a week before I will pull stats. This is to ensure they get the most accurate stats. So please remember that some programs are being accounted for a lot more than others, and that's only because those programs have had more occurrences (ex. 20 Trivia nights vs 3 Cooking days).

Adult Programming Views

Total Views – Total times a program was viewed after at least one week since date posted.

Average Views – Average views per program.

Trivia (20 Programs)

Total Views – 16,160
Average Views – 808

Game Show (2 Programs)

Total Views – 1,540
Average Views – 770

Talk Show (2 Programs)

Total Views – 2,214
Average Views – 1,107

First Chapter (3 Programs)

Total Views – 1,131
Average Views – 566

Crafts (2 Programs)

Total Views – 1,292
Average Views – 646

Cooking (3 Programs)

Total Views – 2,986
Average Views – 995



Adult Programming Engagements

Engagements – Comments, reactions (likes, loves, etc.), shares and link clicks (when a patron clicks on a link that may be included in the caption).

Trivia (20 Programs)

Total Engagements – 6,634
Average Engagements - 332

Game Show (2 Programs)

Total Engagements – 169
Average Engagements - 85

Talk Show (2 Programs)

Total Engagements – 323
Average Engagements - 162

First Chapter (3 Programs)

Total Engagements – 71
Average Engagements - 36

Crafts (2 Programs)

Total Engagements – 91
Average Engagements - 46

Cooking (3 Programs)

Total Engagements – 204
Average Engagements - 68



Adult Programming Reach

Reach – How many people a post has reached. If a post has reached someone, it has shown up on their timeline.

Trivia (20 Programs)

Total Reach– 41,000
Average Reach- 2,050

Game Show (2 Programs)

Total Reach– 3,800
Average Reach- 1,900

Talk Show (2 Programs)

Total Reach– 4,100
Average Reach- 2,050

First Chapter (3 Programs)

Total Reach– 2,400
Average Reach- 1,200

Crafts (2 Programs)

Total Reach– 3,306
Average Reach- 1,653

Cooking (3 Programs)

Total Reach– 5,700
Average Reach- 1,900



Youth Programming Views

Total Views – Total times a program was viewed after at least one week since date posted.

Average Views – Average views per program.

Storytime (12 Programs)

Total Views – 7,246
Average Views – 604

Stories (15 Programs)

Total Views – 4,925
Average Views – 328

Art (2 Programs)

Total Views – 793
Average Views – 397

Yoga (4 Programs)

Total Views – 1,585
Average Views – 396

Movement (4 Programs)

Total Views – 1,592
Average Views – 398

VIP (4 Programs)

Total Views – 1,659
Average Views – 415



Youth Programming Views Continued

Total Views – Total times a program was viewed after at least one week since date posted.

Average Views – Average views per program.

Poetry (3 Programs)

Total Views – 918

Average Views – 306

Gaming (1 Program)

Total Views – 372

Fact or Fiction (2 Programs)

Total Views – 904

Average Views – 452

Youth Programming Engagements

Engagements – Comments, reactions (likes, loves, etc.), shares and link clicks (when a patron clicks on a link that may be included in the caption).

Storytime (12 Programs)

Total Engagements – 407
Average Engagements – 34

Stories (15 Programs)

Total Engagements – 240
Average Engagements – 16

Art (2 Programs)

Total Engagements – 57
Average Engagements – 29

Yoga (4 Programs)

Total Engagements – 69
Average Engagements – 17

Movement (4 Programs)

Total Engagements – 77
Average Engagements – 19

VIP (4 Programs)

Total Engagements – 56
Average Engagements – 14



Youth Programming Engagements Continued

Engagements – Comments, reactions (likes, loves, etc.), shares and link clicks (when a patron clicks on a link that may be included in the caption).

Poetry (3 Programs)
Total Engagements – 83
Average Engagements – 28

Gaming (1 Program)
Total Engagements – 24

Fact or Fiction (2 Programs)
Total Engagements – 52
Average Engagements – 26



Youth Programming Reach

Reach – How many people a post has reached. If a post has reached someone, it has shown up on their timeline.

Storytime (12 Programs)

Total Reach– 16,117
Average Reach– 1,343

Stories (15 Programs)

Total Reach– 13,309
Average Reach– 887

Art (2 Programs)

Total Reach– 1,878
Average Reach– 938

Yoga (4 Programs)

Total Reach– 3,647
Average Reach– 912

Movement (4 Programs)

Total Reach– 3,816
Average Reach– 954

VIP (4 Programs)

Total Reach– 4,128
Average Reach– 1,032



Youth Programming Reach Continued

Reach – How many people a post has reached. If a post has reached someone, it has shown up on their timeline.

Poetry (3 Programs)

Total Reach– 2,759
Average Reach– 920

Gaming (1 Program)

Total Reach– 1,000

Fact or Fiction (2 Programs)

Total Reach– 2,576
Average Reach– 1,288

Library Management Team Report
Public Services Department
May 2020

It has been a challenging month for Public Services. After being closed for April we are slowly starting back on opening on a limited basis. We do understand the need for safety and we appreciate the library Board and leadership watching out for our well-being.

The month of April was mostly spent by our department in online training through webinars and Lynda.com training courses. For example, we have completed many hours of training in areas such as customer service, communications, and understanding our new operating system.

Here is a sampling of some of the courses we have worked on in April:

- SirsiDynix Training
- Time Management: Working from Home
- Microsoft Teams Essential Training
- Working with Upset Customers
- Customer Service in the Field
- Saline County Library Databases
- Effective Listening
- Avoiding Burnout

Currently:

We have 3 members of the department working the Curbside Delivery on Tuesday, Thursday and Saturday from 2-6 pm. (They are coming in ½ hour early each day to prepare).

We have 4 members of the department working on putting books in quarantine, checking items in, shelving items and pulling holds.

We have 6 members of the department who are working from home. They are doing internet training and reading material that pertains to their jobs.

It is a challenge to keep lines of communication open, but we are managing okay! Our staff looks forward to the library being open again.

Submitted by,
Rick Johnson
Public Services Manager

Library Management Team Report

Youth Services

May 2020

Over the past 2 months the youth services team has stepped up to the task of creating great new programs and planning a virtual summer reading program in this strange new working environment.

With guidance from our wonderful marketing team, we put together a virtual program schedule designed to reach patrons of all ages. We have taken turns recording storytimes, Jessica has been in charge of V.I.P and a movement program for elementary age children, I am doing a recorded story/book talk for ages 8 and up, Jennifer was in charge of our poetry series of programs in April, and Brett is in charge of online interactive games.

The youth services staff has also been contributing to programs for adults. We have taken turns hosting trivia nights, cooking programs, first chapter readings, and fact or fiction.

We are now in the process of putting our summer reading plans in motion. Patrons will be able to pick up take-home program bags for their children. There will be 3 different bags based on age, filled with a different activity for each week of summer, scavenger hunts, BINGO games, STEM activities, art projects, and more. One bag for each age group will be available in June and a different bag in July. I have ordered supplies and now Jennifer, Becca, and Kama are in charge of assembling the bags before June 1.

The virtual summer program lineup has been finalized. We will still have performer shows on Mondays but we will be utilizing a mixture of Zoom, Facebook live, and recorded videos. We will have 4 storytimes per week, one of them a Spanish language storytime, interactive STEAM activities, online gaming, a teen social hour, and a weekly Harry Potter book club.

Submitted by,
Sarah Beth Lesko
Youth Services Manager

**Saline County Library
Telework Policy
May 19, 2020**

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. If the Library Director requests a telework arrangement, SCL Board approval is required.

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 timekeeping 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.

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee.

This form can be used to establish a Regular Telework Schedule Agreement or a Temporary Telework Agreement. For a Regular Telework Schedule Agreement the employee will have an established, predictable schedule. A Temporary Telework Agreement will be characterized by situations when an employee will telework for a short period of time, generally on an as-needed basis.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

Employee Telework Information

Employee Name:		
Job Title:		
Department:		
Supervisor:		
Arrangement requested by:	<input type="checkbox"/> Employee	<input type="checkbox"/> Employer
Type of Telework Plan:	<input type="checkbox"/> Regular Schedule	<input type="checkbox"/> Temporary
Remote workplace location:		
Telework arrangement effective dates:	Start:	End:

Regular Telework Schedule

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Job Duties

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. (Please attach current job description.) Identify any telework-specific job duties and/or expectations in the box below or enter N/A. (For example: In-person attendance at monthly department meetings is expected.)

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Describe how the employee will remain in communication with the main site and others who may be trying to reach them. Specify the schedule and method of Supervisor/Employee check-in. (For example: Weekly Teams meeting with Supervisor will take place every Tuesday at 11 AM.)

--

Equipment and Technology Access

The employee and supervisor agree to ensure that the alternate worksite is safe and ergonomically suitable. Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify his/her supervisor immediately to discuss alternate assignments or other options.

Equipment	Provided by	Responsible for loss or damage

Telework Arrangement Modification

Either the employee or their department may end an employee requested telework arrangement by providing no less than five (5) Library business days' written notice. This provision **does not** apply to telework arrangements made through the ADA accommodation process.

All employee-proposed changes are subject to approval by their supervisor, HR Manager, and Library Director.

Telework agreements should be renewed annually. Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

Telework plan trial period review date:	
Telework plan annual review date:	

Additional Details

Employee and Supervisor agree that:

1. The employee is expected to remain accessible and productive during designated work hours.
2. Employee and Supervisor agree to review work assignments on an agreed upon schedule to ensure work is being timely and satisfactorily completed.
3. Approval for future telework requests will only be granted based on satisfactory performance of prior periods.
4. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
5. The employee understands that all equipment and materials provided by the Library shall remain the property of the Library, and will take all necessary precautions to secure equipment and materials.
6. The employee will be responsible for any damage done to his/her personally-owned equipment used under this agreement, or that results due to telework.
7. The employee is financially responsible for equipment that is lost, stolen, or damaged because of the employee's negligence, misuse, or abuse.
8. The employee agrees to report work-related injuries to the HR Manager at the earliest reasonable opportunity according to Worker's Compensation regulations.
9. Employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices and will obtain supervisor approval prior to working unscheduled overtime.
10. All Library policies, including but not limited to attendance, holidays, paid time off and overtime continue to apply.
11. This Agreement is subject to termination upon request by the employee within five (5) Library business days' written notice. It is recommended that the supervisor make a decision as to termination of the work arrangement within five (5) Library business days of the employee's request. The Library reserves the right to terminate without a notice period for any violations of Library policy, a violation of the conditions of the agreement or when there is a relevant change in Library policy or law.
12. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

By signing this agreement, it indicates that you have read, understood and will comply with the terms and conditions under which this agreement was approved. You also understand that this agreement is subject to all of the policies and rules of Saline County Library. This agreement is not an employment contract and does not explicitly or implicitly guarantee nor imply permanent employment with the Library.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

HR Manager signature: _____ Date: _____

Library Director signature: _____ Date: _____

Saline County Library
Publicity/Statements to the Media Policy
5/19/2020

It is the policy of Saline County Library that the Library Director oversee all publicity and advertising, and all communications with the press. All media inquiries regarding the position of the Library as to any issues must be referred to the Library Director or in his/her absence, the SCL Board Chairperson. Only the Library Director is authorized to make or approve public statements on behalf of the Library. No employees, unless specifically designated by the Library Director, are authorized to make those statements on behalf of the Library. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Library must first obtain approval from the Library Director.