Administrative Board of Trustees Meeting Minutes

Date: August 9, 2021
Time: 10:00 am
Location: Attala County Library

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, August 9, 2021, at the Attala County Library. Trustees in attendance were: Rhonda Porter, Winston County, Martha Ramzy, Leake County, Flora Pilgrim, Holmes County, and Terry Jones, Attala County. Also in attendance were staff members: Charla Grace, Attala County Librarian; Tammy Bell, System Business Manager; and Josh Haidet, System Executive Director.

CALL TO ORDER…
Rhonda Porter, Board Chair, called the meeting to order.

SETTING THE AGENDA…
Mrs. Porter asked if there were any additions to the agenda. As there were none, the agenda was set.

APPROVAL OF MINUTES. . .
Mrs. Porter asked if there were any additions or revisions to the April 12, 2021 board meeting minutes. There were none. Terry Jones made a motion to approve the minutes of the meeting as presented. Flora Pilgrim seconded, and all were in favor.

PUBLIC COMMENTS…
Mrs. Porter asked if there were any public comments. There were none.

REPORTS…

A. **Librarian's Report: Charla Grace, Attala County Librarian**
(See attached report)

B. **Financial Report - Tammy Bell, MMRLS Business Manager**
Martha Ramzy made a motion to approve the financial report, and Flora Pilgrim seconded. All were in favor.

C. **Director's Report – Josh Haidet, MMRLS Executive Director**
(See attached director's report)
During the director's report, Director Josh Haidet reported that Montgomery County Administrative Board Member Margaret Harris had resigned her position on the board effective August 6, 2021. Mr. Haidet said he would be contacting the Montgomery County Board of Supervisors to inform them of the vacancy. Ms. Harris indicated that she did want to remain a member of the Montgomery County Advisory Board of Trustees.

DISCUSSION ITEMS…

A. **Board Terms**
Director Josh Haidet reviewed the current terms for the system's board members (see attached). Winston County member Rhonda Porter's term was scheduled to end September 31, 2021. As her current term was Ms. Porter's first "official" term as an MMRLS Administrative Board Member, she was eligible to serve an additional five-year term. Ms. Porter said she was willing to serve.

Director Josh Haidet said he would submit the request to the Winston County Board of Supervisors in the coming days.

B. Library Hours

Director Josh Haidet reported that during the initial phases of the COVID-19 reopening process in May and then June of 2020, MMRLS branches had altered hours of operation in response to staffing shortages and the need to sterilize branches at the end of the day. In May of 2021, MMRLS returned to regular business hours of operation at all locations, except for the Attala County Library, the Carthage-Leake County Library, and the Winston County Library. Hours had been altered at these branches based on what the director viewed as opportunities to improve library service by offering increased hours of operation. The new hours at each branch were Monday - Friday 8am – 6pm, and Sat 9am – 1pm.

While two branches had accepted the changes and had since gotten used to the new hours, the staff at the Winston County Library was dissatisfied with the new hours. The staff commented, among other things, that they felt that working the hours of 5pm – 6pm were not needed because not enough patrons were coming into the library during this time. They also stated that the new hours were negatively affecting them personally for various reasons.

Statistics were presented to the board as to the usage of the library during the months of May, June, and July of 2021. Mr. Haidet stated that it was his preference for the hours to remain Monday - Friday 8am – 6pm, and Sat 9am – 1pm based on statistics showing that at least some individuals were using the library during the hours of 5pm – 6pm. He also stated that he felt it was the library's responsibility to be open to the public as much as possible. Winston's number of staff members allowed the system the flexibility to have the branch open until 6pm.

After a thorough discussion of the presented materials, Flora Pilgrim motioned to change the hours of the Winston County Library to Monday - Friday 8am – 5pm, and Sat 9am – 1pm beginning September 1, 2021. Martha Ramzy seconded, and all were in favor.

C. ARPA Grant

The director next discussed the system's ARPA grant funds. MMRLS was eligible to receive $41,951.36 in ARPA grant funds. There were several restrictions on how these funds could be expended. The library commission held an idea session and suggested several areas to focus on to spend the money. Mr. Haidet said he wanted to focus on expanding services and asked the board for their opinions on pursuing a low-cost bookmobile. The board indicated that they were generally in favor of that idea, and the director stated that he would then pursue it further.

NEW BUSINESS…

A. Discarded Equipment

The board was next presented with a discarded equipment report. After review, Terry Jones motioned to approve the report, and Martha Ramzy seconded. All were in favor.

B. Incentive Payments

Next, the board discussed a possible incentive payment program for MMRLS employees. In early 2020, the board had instructed Mr. Haidet to pursue the idea of a "thirteenth check" for library employees. After research and discussion with the Mississippi Library Commission, Mr. Haidet discovered that it was legal to offer an incentive payment to MMRLS employees. Incentive

payments had to be tied to a set of criteria that had to be met to receive the payment. The library commission strongly recommended that we allow an attorney to review any incentive payment program before implementing it.

Mr. Haidet began working on a draft of an incentive payment program after hiring board attorney Carey Varnado. Mr. Varnado reviewed the attached document, which is the incentive payment criteria for an HQ staff member. All position levels will have slightly different standards to meet to be eligible for the incentive payment. Mr. Varnado advised the system that the criteria for the proposed incentive payments cannot include any subjective measures. In other words, the requirements must "be completely objective, involving no judgment or opinion of the employee's supervisor."

Funds for the program would vary from year to year, need to be approved by the board, and will be based on the previous year's overage totals.

After review and discussion, Martha Ramzy motioned to offer an incentive payment to MMRLS employees, and Terry Jones seconded. All were in favor. Mr. Haidet said he would present the final draft criteria for all position levels to the board at its October meeting for approval. The board would also need to approve the total amount of the FY21 overage it wished to use for the program.

C. FY2022 Draft Budget

The board next discussed the FY2022 system draft budget. The director presented the board with the draft summary of the budget (see attached), outlining significant and/or suggested changes to the budget.

After review and discussion, Terry Jones motioned to accept the FY2022 draft budget as presented, and Flora Pilgrim seconded. All were in favor. Mr. Haidet commented that the library system would operate according to this draft budget until final funding commitment numbers were received from all funders, and the board approved the final budget at its October meeting.

ADJOURNMENT. . .

Board Chair Rhonda Porter asked if there was any further discussion needed before the meeting was adjourned. As there was none, Terry Jones motioned to adjourn the meeting, and Flora Pilgrim seconded. All were in favor.

NEXT SCHEDULED MEETING:

Monday, October 11, 2021, at the Attala County Library.

10/11/21

MMRLS Administrative Board Secretary — Approved Date

ATTALA COUNTY LIBRARY
LIBRARIAN'S REPORT

BOARD OF TRUSTEES MEMBERS: MRS. CAROL BLAINE; MRS. TERRY JONES; MRS. DAWN MCCOWN; MS. WILLIE FAYE BROWN; AND MRS. SHELIA RONE

August 9, 2021

All information is for the months of **May 2021-July 31, 2021**

- **CIRCULATION: 10,629** items during this time period or an average of **3,543 per month**.
- **ATTENDANCE IN LIBRARY: 7,289**
- **We continue to offer curbside deliveries. We also offer homebound deliveries inside the city limits.**
- **COMPUTERS: 1,068** users, **719** total hours (excluding wireless)
- **PLAYAWAY LAUNCHPADS: 8**
- **PATRON COUNT: 10,760**
- **DIAL-A-STORY: 29 calls total**
- **PUBLIC RELATIONS: 13** newspaper articles, **6** internet news Articles, **11** displays, **29** social media posts with **7,684** reaches
- **GENEALOGY REPORT: 770** requests were made or **257** average per month. **In-House Genealogy Use: 893** or average **298** per month

We began extended hours May 3, 2021. Business hours are now **8 AM-6 PM M-F** and **9 AM-1 PM** on Saturday.

We do not have school visits planned at this time due to rising COVID cases and lack of a children's librarian. Our meeting room is now available to use for small gatherings of 20 or less.

Dial-a-Story is available 24 hours a day, 7 days a week by calling 290-READ.

Book Displays in June & July:

Animal books following the summer program theme in June & July for children.

Men's Health, BBQ & Ice Cream in June for adults.
Western & Pioneer Days in July for adults.

Virtual Programming:

June & July- Summer Library Program. This year's theme was "Tails & Tales." We had three virtual programs on the Attala County Library Facebook page:

The North MS Fish Hatchery, June 17th
North Carolina Storyteller, Donna Washington, July 8th -14th
Live with the Memphis Zoo, July 15th @ 1 PM.

In-person storytime at the Attala County Coliseum, June 24th.
Lindsay Fitts, the Youth Services Coordinator for MMRLS did a puppet show, stories, music and games. **Fifty-five** people attended. The community enjoys in-person programming.

In-person program Noah's Ark Stuffed Animal Craft Kit, July 1st.
The library ordered **53 craft kits** which were given to children who came to the library on July 1st. The kits contained a sea creature body, stuffing, a certificate and a wishing star to put inside the animal. Most children did their craft while in the library with help from their parents, grandparents or library staff. This was our most fun and successful program of the summer. Children also enjoyed picking prizes from our treasure chest all summer as they checked out books. They could choose from new books the library had purchased from a company called First Book. We also had slime, bouncy balls, spongy dinosaurs, stickers and light-up wands. These prizes were purchased by the Friends of the Library for last summer's program which we didn't have due to COVID.

The least successful program was "Live with the Memphis Zoo." Even though it was a fun and educational program, it did not have good participation. I believe the failure of this program was largely because children had to be logged on at 1 PM and could not watch it at their convenience.

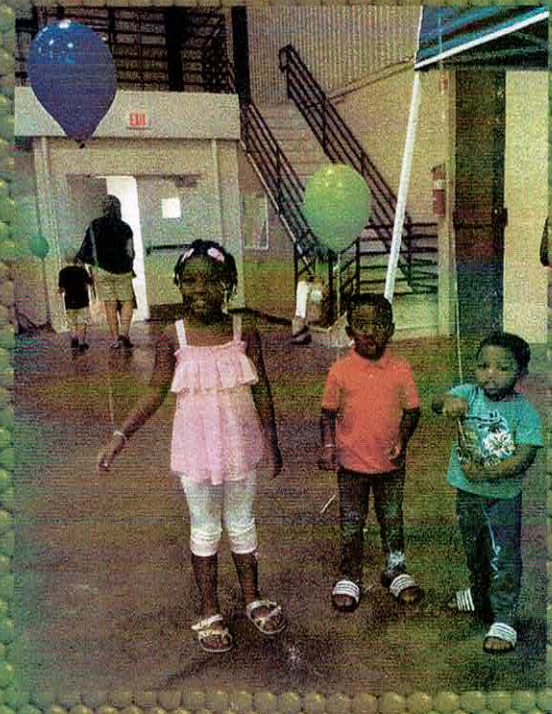
The new computer lab, located in the old children's area of the library, is open. It includes a new circulation desk with two staff members dedicated to helping people with their computer projects. Library users and staff are still getting used to the children's area now being in the front of the library. However, everyone loves the new computer lab so sometimes change is a good thing. We have installed new lighter-colored end panels on adult shelving which brightens up the lobby. We had to postpone installing new panels in the children's area due to roof leaks. Sadly, our roof continues to leak, and that situation is worsening. (see attached photos).

Good news: Tim Pinkard from the Attala County Board of Supervisors called Monday, August 2nd to say that the supervisors are meeting with architect, Art Cook, on the 13th to discuss plans for a new roof for the library. He cautioned that the government process is slow. Tim said we should be able to continue to operate the library while the roofing is taking place although it would be noisy. He stated Scott McKenna will be over doing some patch work until the new roof is complete.

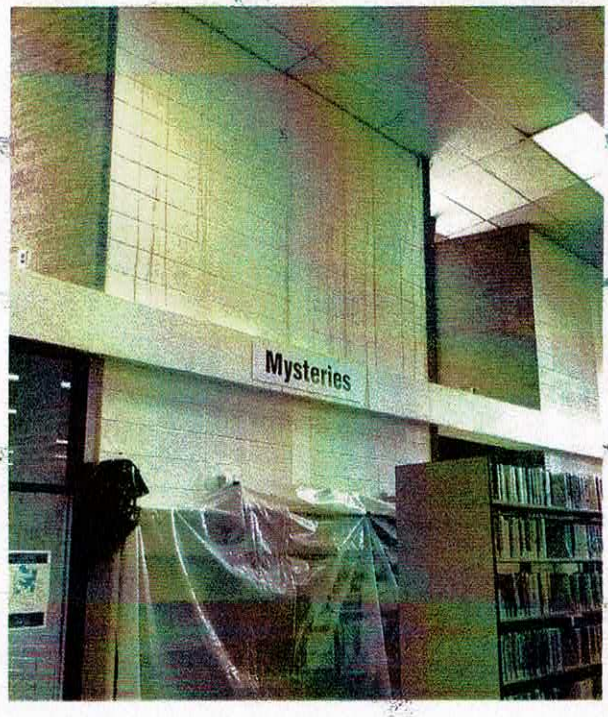
More good news: Library users can now use seating areas inside the library. We have added a new seating area in the foyer of the front lobby. This area used to be wasted space. We took the inside glass doors off, moved in some nice furniture we had from other areas and purchased a colorful new rug. We hope to have ceiling fans installed in this area to aid in cooling/heating.

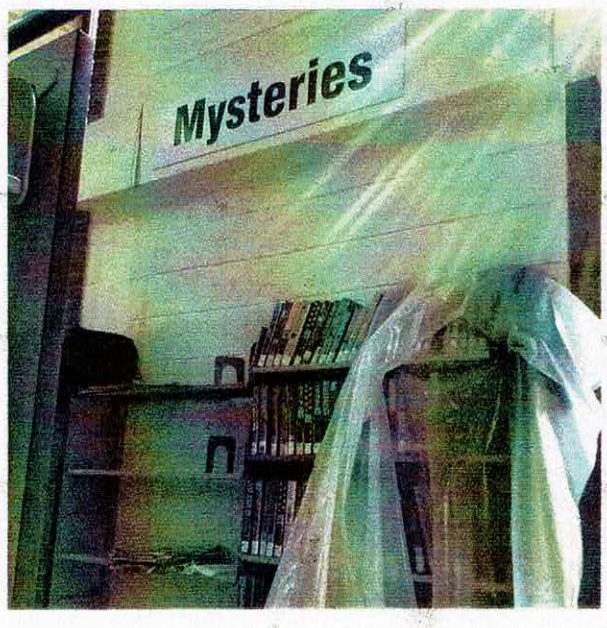
August is Customer Appreciation Month. Children who come to the library will receive a balloon. Anyone printing, copying or faxing will receive half price on these items only during August.

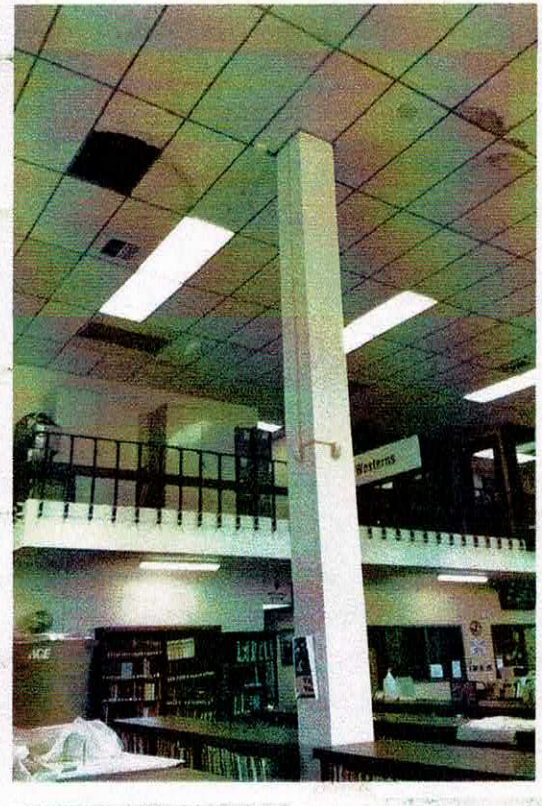
SLP 2021



A SMALL LEAK CAN SINK A GREAT SHIP
-BENJAMIN FRANKLIN







MID-MS REGIONAL LIBRARY SYSTEM

Administrative Board of Trustees Meeting

August 9, 2021

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Discussion Items
- New Business
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- **Reports**
  - Librarian's Report
- Discussion Items
- New Business
- Adjournment

Agenda

- Set Agenda
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  - Financial Report
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MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
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- **Reports**
  - Director's Report
- Discussion Items
- New Business
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report

Montgomery County Board Representative

- Montgomery County Administrative Board Member Margaret Harris informed me late last week of her intention to resign from the regional board
- She plans on remaining on as a member of the Montgomery County Advisory Board of Trustees
- After Ms. Harris submits her letter of resignation, I will contact the Montgomery County Board of Supervisors to inform them of the vacancy

8-6-2021

Mr. Josh Haidet
Mid-MS Regional Library System
201 South Huntington St.
Kosciusko, MS 39090

Dear Mr. Haidet:

With much regret, I have decided to resign from the Regional Library Board of Trustees.

I own a retail store and work at my local hospital as a registered nurse. I simply do not have the opportunity to leave at times to attend the meetings.

I am honored to have served as long as I did. The Mississippi Library System provides a tremendous community service, and I am proud to remain on the Winona Board of Trustees.

Sincerely,

Margaret Harris

Margaret Harris

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Updates from Previous Meeting

- Security Gates
  - Gates have been removed at Attala Durant, Carthage, & Winona
  - The gate at the Winston County Library remains in place
- Board Attorney

Director's Report:

Updates from Previous Meeting – System Signage

- Project Completed for the quoted amount of $7,247.94
- Signs installed at Attala, Duck Hill, Durant, Goodman, Lexington, Pickens, and Tchula

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Updates from Previous Meeting- Carthage Furniture

- Furniture has been ordered
- Total Cost: $35,561.40

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Updates from Previous Meeting- Carthage Furniture

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Updates from Previous Meeting- Carthage Furniture

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Winston Building Damage

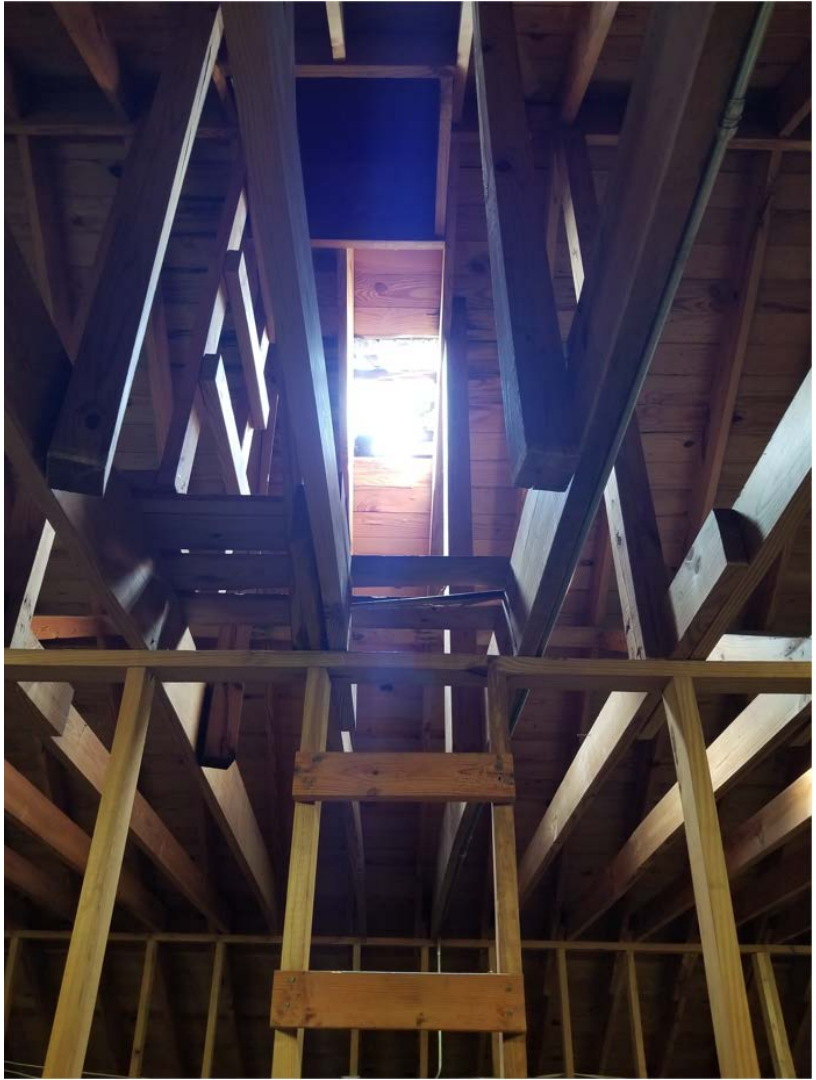
- Building struck by lightning on Sunday July 25
- Significant damage to computers and network equipment
- City insurance?

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Winston Building Damage

- Losses so far include:
  - Cisco Switch: $4,199.99 (reordered)
  - Two wireless access points: $410 each (reordered)
  - At least two PCs: approximately $800-900 each
  - Brother Printer/Copier/Fax: $500
  - Cabling: cost unknown at this time
  - Labor: cost unknown at this time



Winston County Library suffers lightning damage

By Mike Robertson
Winston County Journal

The Winston County Library suffered damage from a lightning strike, on Sunday afternoon, July 25, as a major thunderstorm moved through the area. The damage is near the base of the cupola.

Head Librarian, Beth Edwards, stated that she received notification at around 4 p.m. that afternoon that the library security system had been activated, and when she arrived to disable it nothing was out of place. However, the following morning the staff discovered that none of the computers, the fax machine, the telephone system, and other equipment would work. When the IT rep arrived on Tuesday morning he discovered the damage.

There was no fire damage or water damage to the facility, but Edwards did note that insulation in the roof was wet, and apparently that is what prevented water damage below. The building is owned and maintained by the City of Louisville, and Edwards stated that a temporary patch was placed immediately, and an insurance adjuster was set to arrive midweek.

Edwards said, "It's a miracle the building

Library, see **page 23**

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Holmes County

Durant Public Library
June 8 ·

Register your children at Durant Public Library for Summer Library program, for a chance to win one of two bikes this summer.

Weekly prize giveaways, craft projects and lots of fun online too. Come in or register online on the Beanstack app. Call or visit in person with any questions. We can't wait to see you!

8 3 Shares

Like Comment Share

Goodman Public Library
July 21 at 10:16 AM ·

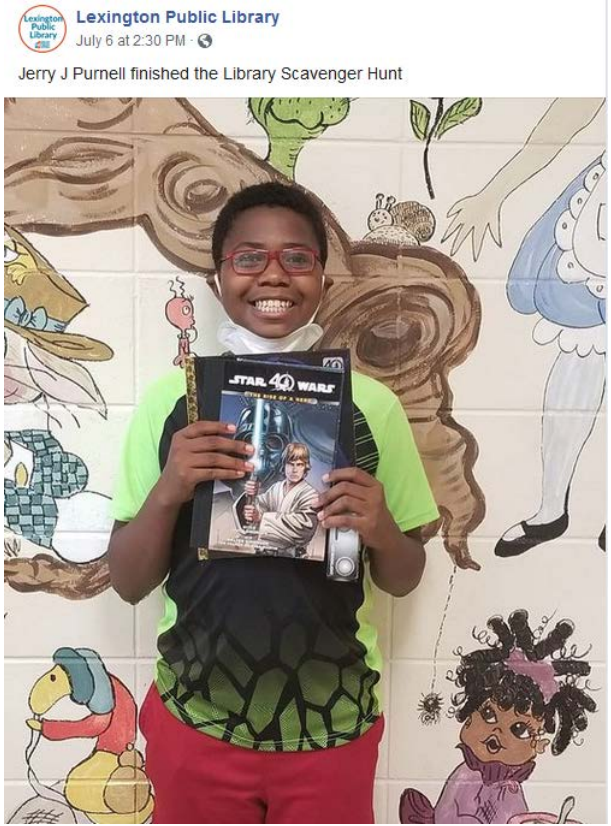
Tales and Tails!! Patrons won gift cards for stopping by!! Dara Faith Neagle and Ashley Martin!!

4

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Holmes County



MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Holmes County

- New Librarians
  - Tchula Public Library: Miriam Davis
  - West Public Library: Christina Machost

MID-MS REGIONAL LIBRARY SYSTEM

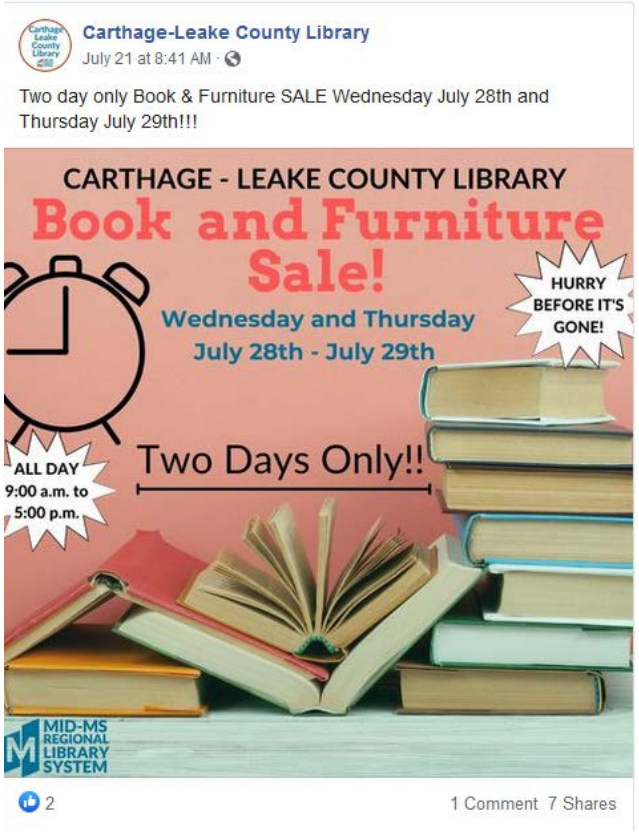
Director's Report:

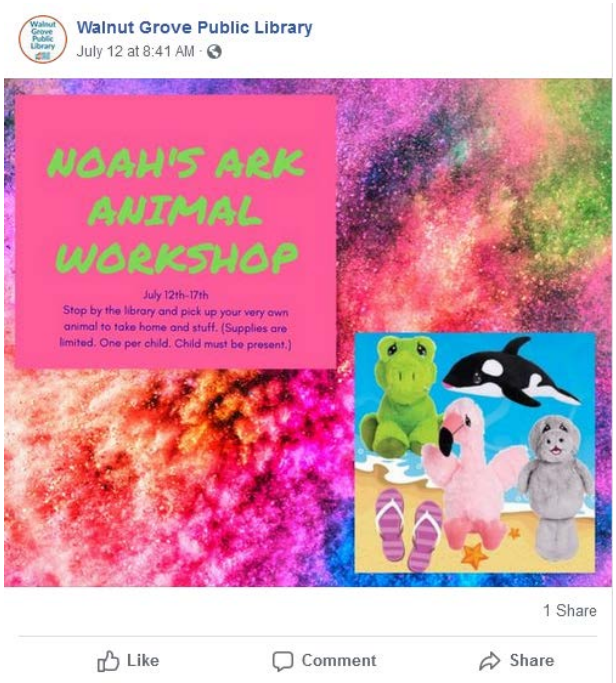
Leake County

- Carthage YS Librarian Search

Director's Report:

Leake County





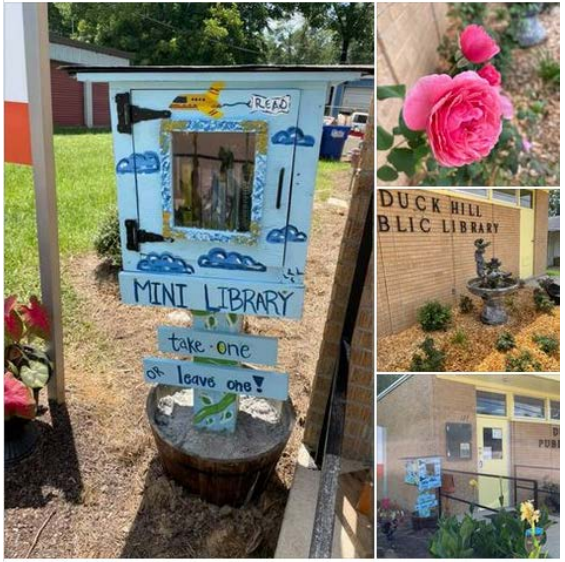
MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Montgomery County

Duck Hill Public Library
July 22 at 2:03 PM ·

Thank you to my Friends of the library group for updating the outside of the library, redoing the flower beds, adding decorations and the cute little moveable book swap box. The outside looks great!



9 1 Comment 3 Shares

Kilmichael Public Library
July 23 at 2:39 PM ·

Some of our Summer Library Program prize winners! Luke McCoy & Christie Williams won the grand prizes for children & adults, new Kindle Fire tablets! Congratulations!

Community service

Contributed photos

Students with the Holmes Community College PTA Program in Grenada work to install a lending library and a food pantry as a part of a class project as a way to give away to their communities. Above, Lanecia Winters and Wesley Fox move the lending library as Shelby Ballard, Callie Lane Lyon, Allie Dunn and Sydney Claire Liddell try to figure out the best place for it. Right: Ballard, Dunn, Winters, Fox, Lyon and Liddell are pictured with the lending library after all of their hard work. The PTA students will complete their program in December 2022.

HCC students give back to DH

BY LAKEADRA COFFEY
Staff Writer
lcoffey@winonatimes.com

As a way to give back to the Town of Duck Hill, students from the Holmes Community College Physical Therapy Assistants class collaborated with the Friends of the Duck Hill Library to create a lending library and a food pantry.

Meg King, director of the PTA program at HCC Grenada, said the lending library was made out of wood and was put together by the students themselves. The food pantry was made out of an old newspaper rack from the Grenada Star.

"Shirley Lane coordinated with the class, they [Friends of the Duck Hill Library] had some funds that they wanted to use, so the class didn't have to fundraise for this one, the funds were already available," King said.

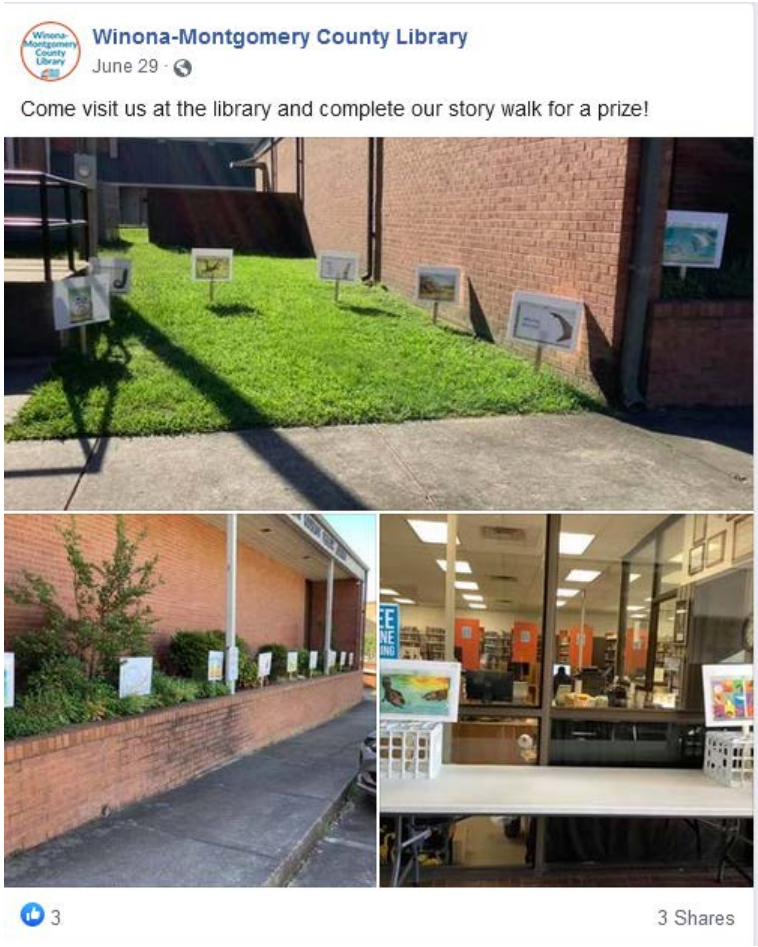
She said the class cleaned up the donated rack and painted it. Both are now sitting outside of the library. King said the pantry is available for those in need to take what they need. If someone has more than they need, they can donate it to the pantry.

See STUDENTS, Page 20

MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Montgomery County



MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Summer Reading Program

- 315 children registered
- 57 teens registered
- 114 adults registered
- Total of 486 registered (231 in 2020)

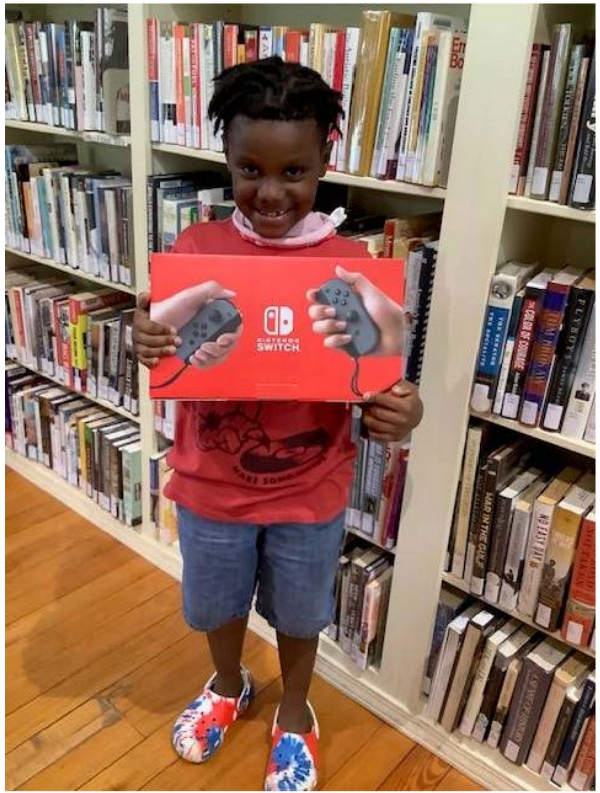
MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

Summer Reading Program

- 79 **in-house programs**
- 1,142 people attending
- Including Storytime, story walks, scavenger hunts, and other activities

- 11 **virtual programs**
- 456 views



Child Winner – Aidyn Howard
Goodman Public Library

Adult Winner – Tamara Eaves
Winston County Library

Teen Winner – Lindsey McClendon
Walnut Grove Public Library

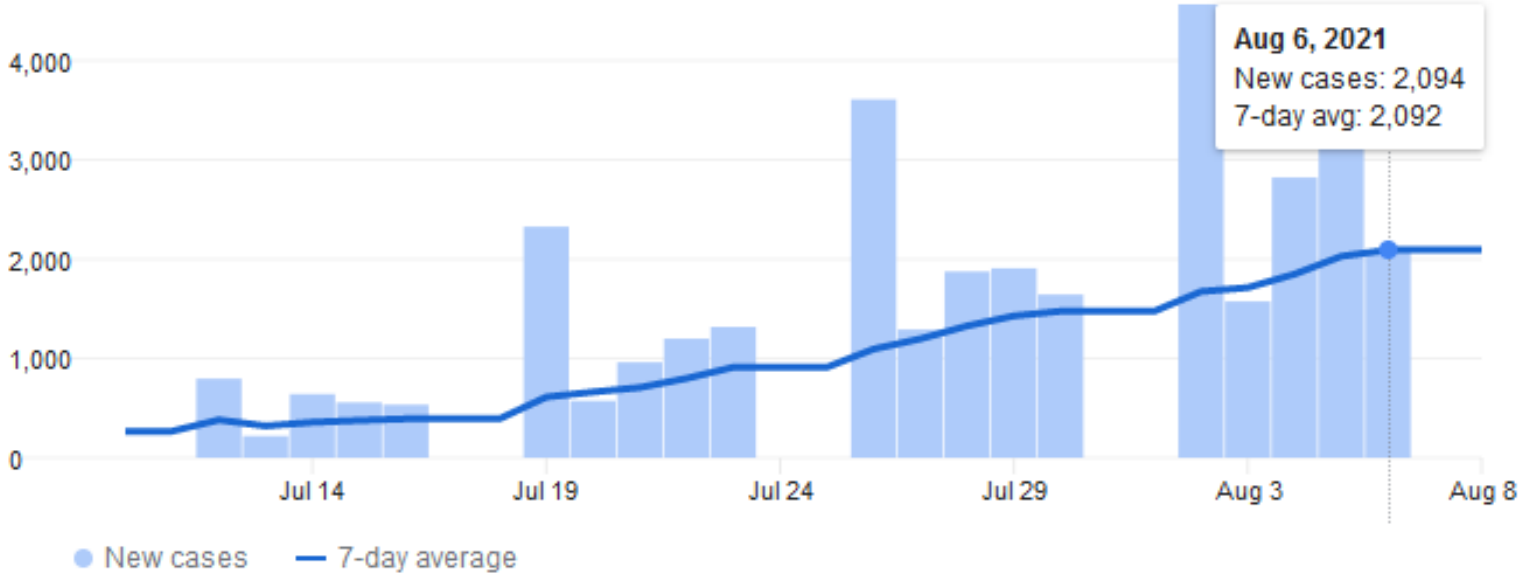
MID-MS REGIONAL LIBRARY SYSTEM

Director's Report:

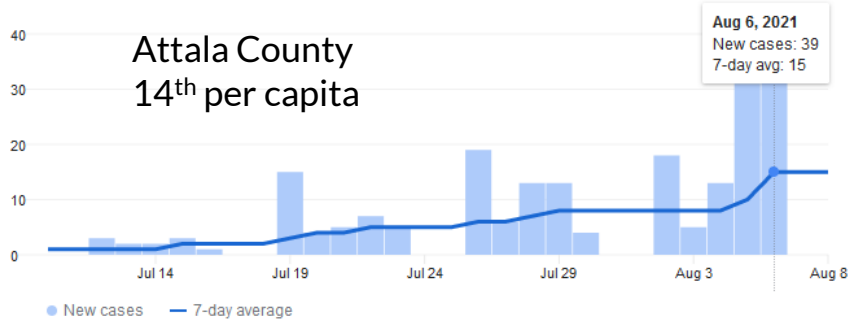
System Updates

- Cspire
- PERS
- Budget/Service Reports
- COVID update

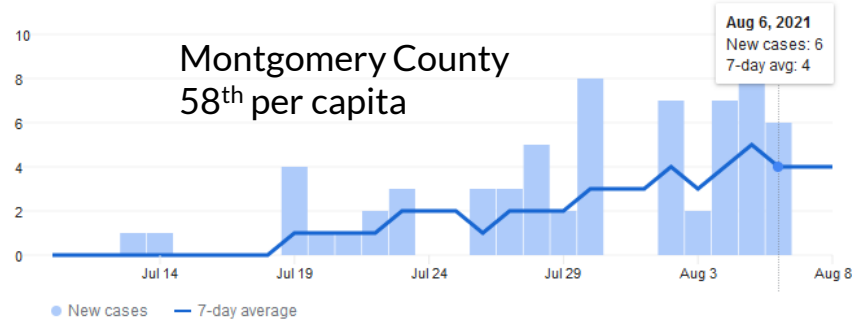
Mississippi COVID-19 Cases
Last 30 Days



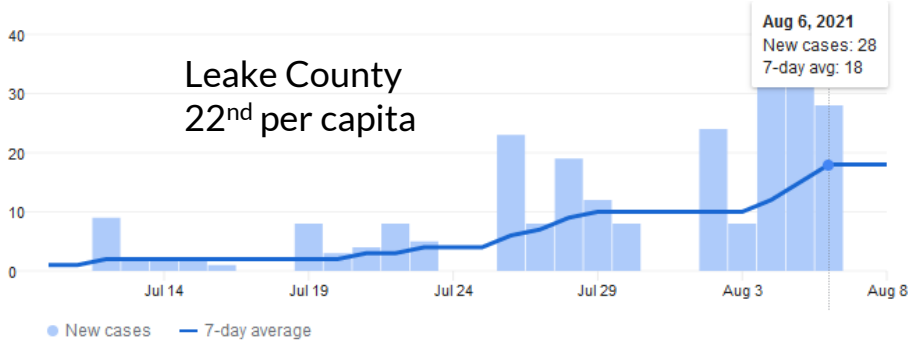
Attala County
14th per capita



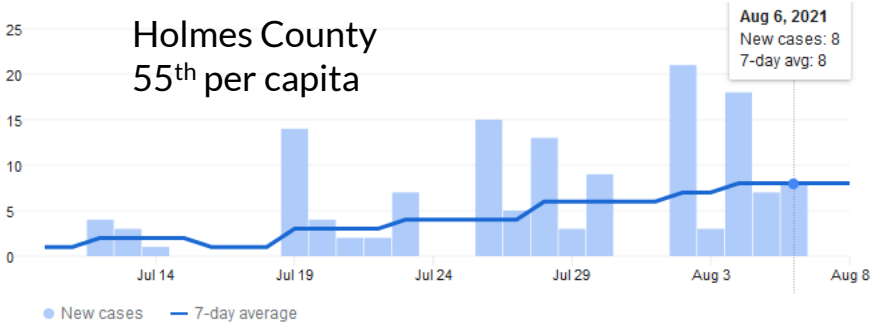
Montgomery County
58th per capita



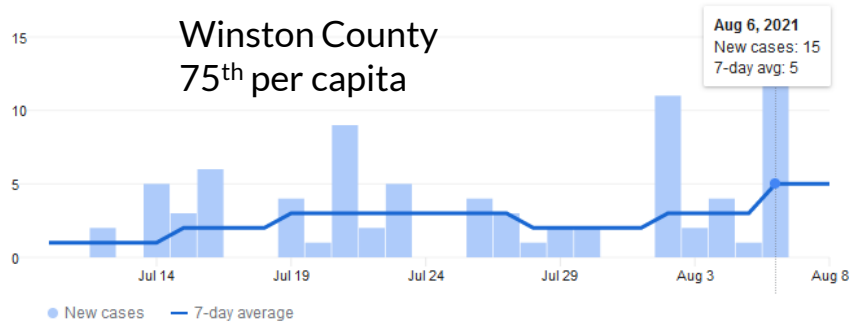
Leake County
22nd per capita



Holmes County
55th per capita



Winston County
75th per capita



MID-MS REGIONAL LIBRARY SYSTEM

Circulation Report

Branch name:	Year-To-Date
Attala County	26,372
Carthage-Leake	11,037
Duck Hill	1,105
Durant	2,502
Goodman	761
Kilmichael	2,719
Lexington	1,736
Pickens	725
Tchula	418
Walnut Grove	6,959
West	666
Winona-Montg	7,559
Winston County	19,324
cloud E-books	6,850
Hoopla E-Books	11,031
TOTAL:	99,764

Systemwide Wireless Uses
15,450

Online Periodicals Ebsco Host Searches
3,479

Brainfuse Online Tutoring
1,647

Learning Express Sessions
126

Database Searches			RB Digital Magazines	Total Registered Customers
Ancestry	Fold 3	Newspapers.com		
140	28	119	154	44,142

Intralibrary Loan	
82	Request received within system(Out of Region Books Only)
2,583	Branch to Branch
7,565	Loaned to MLP Consortium
1,505	Borrowed from MLP Consortium

Interlibrary Loan	
30	MMRLS Extended Loan Received
34	Beehive Resource Sharing - Total Received
112	Beehive Resource Sharing - Total Loaned

COMPUTER USE

LOCATION	Public Computer Classes		Public Access Computers		Teen Computers		ELS	Playaway
	Number	Attendance	Customers	Hours Used	Customers	Hours Used	Sessions	Launchpads
Attala	0	0	2,538	1,412	0	0	0	4
Carthage	0	0	1,893	816	0	0	0	7
Duck Hill	0	0	70	39	0	0	0	3
Durant	0	0	980	400	0	0	0	0
Goodman	0	0	79	37	0	0	0	0
Kilmichael	0	0	234	196	0	0	0	0
Lexington	0	0	1,930	1,203	0	0	0	0
Pickens	0	0	304	232	0	0	0	6
Tchula	0	0	209	258	0	0	0	0
Walnut Grove	0	0	410	320	0	0	0	0
West	0	0	19	10	0	0	0	0
Winona	0	0	1,167	489	0	0	0	0
Winston	0	0	1,561	1,255	0	0	0	6
TOTAL:	0	0	11,394	6,667	0	0	0	26

SYSTEM ONLINE STATISTICS

	Facebook		Instagram		Twitter		Totals	
	Posts	Reaches	Posts	Views	Posts	Impressions	Posts	Reaches/View/Impr
Online Public Relations	94	30,865	8	2,933	231	36,361	333	70,159

SYSTEM ONLINE PROGRAMS

	Children 0-4 YEARS		Children 5-12 YEARS		Teens		Adults	
	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views
System Storytime	1	215	14	2,446	0	0	0	0
System Passive Programs	0	0	0	0	0	0	0	0
System Programs	0	0	10	1,336	0	0	0	0

PUBLIC RELATIONS

LOCATION	Newspaper Articles	Internet News Articles	Radio Spots	TV Spots	Social Media Posts	Social Media Reaches	Displays / Exhibits	Promotional Materials	Home Book Delivery	Contact with Public Officials
Attala	26	26	26	0	64	15,909	26	2	40	25
Carthage	10	5	0	0	94	9,723	14	5	9	5
Duck Hill	1	0	0	0	15	1,379	16	3	7	3
Durant	2	0	0	0	17	1,572	14	3	0	0
Goodman	1	0	0	0	89	4,584	5	11	15	40
Kilmichael	2	0	0	0	107	11,132	0	0	11	1
Lexington	7	0	0	0	95	2,304	9	0	2	5
Pickens	1	0	0	0	65	3,525	12	10	0	2
Tchula	1	0	0	0	0	0	14	0	0	14
Walnut Grove	18	0	0	0	139	9,895	55	2	67	24
West	1	0	0	0	0	0	10	0	1	14
Winona	35	0	0	0	103	17,258	64	4	0	8
Winston	42	53	36	2	65	10,035	33	32	285	50
TOTAL:	147	84	62	2	853	87,316	272	72	437	191

OTHER

LOCATION	Tests Proctored	In Service Training	Visits From Headquarters	Reference Questions	Attendance in Library	Library Volunteer Hours	Public Use of Meeting Room		Group Visits to Library	
							NUMBER	ATTENDANCE	Number	Attendance
Attala	0	6	0	1,480	14,279	0	0	0	0	0
Carthage	0	3	50	304	11,416	0	1	700	0	0
Duck Hill	0	1	45	213	782	0	0	0	0	0
Durant	0	2	44	55	3,462	0	7	22	0	0
Goodman	0	2	34	165	564	0	0	0	0	0
Kilmichael	0	3	38	78	985	0	0	0	0	0
Lexington	0	2	43	517	4,919	0	3	392	0	0
Pickens	0	7	47	49	1,033	0	0	0	0	0
Tchula	0	1	40	65	988	0	0	0	0	0
Walnut Grove	0	3	39	907	4,651	0	17	968	0	0
West	0	1	40	30	407	0	0	0	0	0
Winona	0	2	53	3,532	5,644	0	2	375	0	0
Winston	13	5	45	2,614	7,447	0	0	0	0	0
TOTAL:	13	38	518	10,009	56,577	0	30	2,457	0	0

IN-HOUSE PROGRAMS									IN-HOUSE PASSIVE PROGRAMS							
	Children 0-4 Years		Children 5-12 Years		Teens		Adults		Children 0-4 Years		Children 5-12 Years		Teens		Adults	
LOCATION	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance
Attala	1	40	2	92	0	0	1	3	2	90	8	400	0	0	4	243
Carthage	0	0	0	0	0	0	1	75	0	0	4	154	1	5	6	119
Duck Hill	0	0	0	0	0	0	0	0	0	0	2	10	0	0	2	10
Durant	0	0	1	13	0	0	1	15	0	0	5	120	0	0	5	90
Goodman	1	22	0	0	0	0	0	0	3	40	0	0	0	0	1	25
Kilmichael	0	0	1	2	0	0	0	0	0	0	3	47	0	0	8	61
Lexington	0	0	1	9	0	0	0	0	0	0	2	21	0	0	1	10
Pickens	0	0	1	22	0	0	1	29	3	13	2	15	0	0	3	12
Tchula	0	0	1	13	0	0	0	0	0	0	0	0	0	0	0	0
Walnut Grove	0	0	0	0	0	0	0	0	0	0	19	220	5	21	7	110
West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Winona	0	0	2	17	0	0	1	26	0	0	11	174	0	0	6	108
Winston	0	0	1	15	0	0	2	24	15	1,146	1	22	0	0	1	32
TOTAL:	2	62	10	183	0	0	7	172	23	1,289	57	1,183	6	26	44	820

OUTREACH									
	Children 0-4 YEARS		Children 5-12 YEARS		Teens		Adults		DIAL-A-STORY System-wide
LOCATION	Number	Attendance	Number	Attendance	Number	Attendance	Number	Attendance	Number of Calls
Attala	0	0	1	89	0	0	0	0	558
Carthage	0	0	7	711	3	118	7	45	17
Duck Hill	0	0	0	0	0	0	0	0	11
Durant	0	0	1	8	0	0	2	41	21
Goodman	2	50	0	0	0	0	2	46	31
Kilmichael	0	0	2	10	0	0	11	39	32
Lexington	0	0	1	27	0	0	0	0	32
Pickens	1	1	7	101	0	0	1	8	32
Tchula	0	0	0	0	0	0	0	0	17
Walnut Grove	0	0	3	115	0	0	6	110	0
West	0	0	1	4	0	0	0	0	0
Winona	0	0	1	17	0	0	0	0	0
Winston	0	0	2	286	0	0	0	0	0
TOTAL:	3	51	26	1,368	3	118	29	289	751

	Online Storytime						Online Programs							
	Children 0-4 YEARS		Children 5-12 YEARS		Teens		Children 0-4 YEARS		Children 5-12 YEARS		Teens		Adults	
	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views
Attala	0	0	0	0	0	0	0	0	2	146	0	0	9	1,593
Carthage	7	1,507	0	0	0	0	0	0	0	0	1	94	0	0
Duck Hill	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Durant	0	0	0	0	0	0	0	0	0	0	0	0	1	4
Goodman	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kilmichael	0	0	0	0	0	0	0	0	1	540	0	0	0	0
Lexington	0	0	0	0	0	0	0	0	1	12	0	0	0	0
Pickens	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tchula	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Walnut Grove	0	0	0	0	0	0	0	0	2	119	0	0	0	0
West	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Winona	0	0	0	0	0	0	0	0	0	0	0	0	2	10
Winston	16	489	6	197	0	0	0	0	3	92	3	377	2	65
TOTAL:	23	1,996	6	197	0	0	0	0	9	909	4	471	14	1,672

	Online Passive Programs							
	Children 0-4 YEARS		Children 5-12 YEARS		Teens		Adults	
	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views	Number of Programs	Facebook & Instagram Views
Attala	0	0	0	0	0	0	1	28
Carthage	1	193	0	0	0	0	13	181
Duck Hill	0	0	0	0	0	0	0	0
Durant	0	0	0	0	0	0	1	4
Goodman	0	0	0	0	0	0	0	0
Kilmichael	0	0	0	0	0	0	5	19
Lexington	0	0	0	0	0	0	0	0
Pickens	0	0	0	0	0	0	1	4
Tchula	0	0	0	0	0	0	0	0
Walnut Grove	0	0	0	0	0	0	8	37
West	0	0	0	0	0	0	0	0
Winona	0	0	0	0	0	0	0	0
Winston	0	0	0	0	0	0	0	0
TOTAL:	1	193	0	0	0	0	29	273

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- **Discussion Items**
  - Board Terms
- New Business
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Board Terms

County	Member	Date Named	Term Expires
Attala	Terry Jones	November 19, 2019	September 30, 2024
Holmes	Flora Pilgrim	November 5, 2018	September 30, 2025
Leake	Martha Ramzy	November 5, 2018	September 30, 2023
Montgomery	Margaret Harris	November 5, 2018	September 30, 2022
Winston	Rhonda Porter	November 5, 2018	September 30, 2021

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- **Discussion Items**
  - Library Hours
- New Business
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Library Hours

Attala County Library

Day	Previous Hours	Current Hours
Monday	9am – 6pm	8am – 6pm
Tuesday	9am – 6pm	8am – 6pm
Wednesday	9am – 6pm	8am – 6pm
Thursday	9am – 6pm	8am – 6pm
Friday	9am – 5pm	8am – 6pm
Saturday	8:30am – Noon	9am – 1pm
Sunday	Closed	Closed

Carthage-Leake County Library

Day	Previous Hours	Current Hours
Monday	8am – 5:30pm	8am – 6pm
Tuesday	8am – 5:30pm	8am – 6pm
Wednesday	8am – Noon	8am – 6pm
Thursday	8am – 5:30pm	8am – 6pm
Friday	8am – 5:30pm	8am – 6pm
Saturday	8am – Noon	9am – 1pm
Sunday	Closed	Closed

MID-MS REGIONAL LIBRARY SYSTEM

Library Hours

Winston County Library

Day	Previous Hours	Current Hours
Monday	8:30am – 6pm	8am – 6pm
Tuesday	8:30am – 6pm	8am – 6pm
Wednesday	8:30am – 5:30pm	8am – 6pm
Thursday	8:30am – Noon	8am – 6pm
Friday	8:30am – 5pm	8am – 6pm
Saturday	8:30am – Noon	9am – 1pm
Sunday	Closed	Closed

- Four different closing times during the week (6pm, 5:30pm, 5pm & Noon)
- Closed Thursday afternoon
- Staff had to come in early (7:45am) each day just to get 40 hours per week

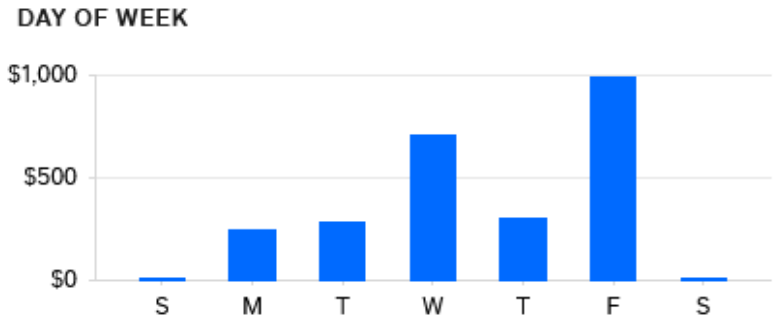
Winston Week A	Beth	Hours	Venita	Hours	Dinky	Hours	Andrea	Hours
Monday	8a - 5p	8	8a - 6p	9	8a - 5p	8	8a - 6p	9
Tuesday	8a - 5p	8	8a - 6p	9	8a - 5p	8	8a - 6p	9
Wednesday	9a - 6p	8	8a - 6p	9	8a - 5p	8	Off	0
Thursday	8a - 5p	8	Off	0	9a - 6p	8	8a - 6p	9
Friday	8a - 5p	8	8a - 6p	9	8a - 5p	8	8a - 6p	9
Saturday	Off	0	9a - 1p	4	Off	0	9a - 1p	4
Sunday	Off	0	Off	0	Off	0	Off	0
	Total	40	Total	40	Total	40	Total	40

Winston Week B	Beth	Hours	Venita	Hours	Dinky	Hours	Andrea	Hours
Monday	8a - 6p	9	8a - 5p	8	8a - 6p	9	8a - 5p	8
Tuesday	8a - 6p	9	8a - 5p	8	8a - 6p	9	8a - 5p	8
Wednesday	8a - 6p	9	9a - 6p	8	Off	0	8a - 5p	8
Thursday	Off	0	8a - 5p	8	8a - 6p	9	9a - 6p	8
Friday	8a - 6p	9	8a - 5p	8	8a - 6p	9	8a - 5p	8
Saturday	9a - 1p	4	Off	0	9a - 1p	4	Off	0
Sunday	Off	0	Off	0	Off	0	Off	0
	Total	40	Total	40	Total	40	Total	40

MID-MS REGIONAL LIBRARY SYSTEM

Library Hours:

Winston Thursday Afternoon (Noon – 6pm) May - July



Square Transactions

- Monday: $235.15, 123 transactions
- Tuesday: $274.65, 106 transactions
- Wednesday: $700.65, 141 transactions
- Thursday: $295.61, 94 transactions
- Friday: $982.29, 135 transactions

MID-MS REGIONAL LIBRARY SYSTEM

Library Hours:

5p-6p
May - July

Branch	Money Collected	Transactions
Attala	$171.95	58
Carthage	$158.94	36
Winston	$66.40	30

Branch	Money Collected	Transactions
Attala	$171.95	58
Carthage	$158.94	36
Winston	$66.40	30

Category	Items Sold	Gross Sales
Comp Print	91	$19.00
Copies	53	$24.20
Earbuds	1	$1.00
Fax	20	$20.00
Rep Lib Cards	1	$2.00
Surcharge	2	$0.20
Total	**168**	**$66.40**

MID-MS REGIONAL LIBRARY SYSTEM

Library Hours:

Winston Computer Users May – July 5pm – 6pm

Branch	May	June	July	Total
Attala	2	4	11	17
Carthage	2	2	7	11
Winston	2	6	7	15

Library Hours:

Winston Patrons May - July

Time	Patrons
5pm – 5:30pm	55
5:30pm – 6pm	29
Total	**84**

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- **Discussion Items**
  - ARPA Grant
- New Business
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

ARPA Grant

- MMRLS is eligible to receive $41,951.36
- MLC held an “idea session” to suggest how to spend these funds

MID-MS REGIONAL LIBRARY SYSTEM

ARPA Grant

DEVICES

- Desktops and monitors (staff or patron)
- Laptops (low, mid, high level pricing depending on needs) (staff or checkout)
- Hotspot (would need to include data plans additional services)
- Tablets/Chrome books
- Printers, (dedicated to specific print jobs or otherwise)

NOTE: Devices could be for in-house use or checked out to users.

BUILDING SECURITY

- Security cameras
- Security systems

NETWORK ENHANCEMENTS

A technology assessment can be requested from our Technology Services Department to help determine your needs. Contact the help desk to schedule.

- Servers (would need to include license) - (servers have multiple uses, but they share data and resources among a library's computers)
- Switches (allows multiple devices to be connected together)
- Racks (breathable and holds all networking equipment together)
- Wireless access points (Wi-Fi availability)/Boosters (WiFi outside availability) - (would require cabling/equipment/installation expenses)
- Uninterruptible Power Supply battery backup (UPS) - (provides battery power to shut down equipment when power fails)
- Library network infrastructure enhancements, upgrades, timely replacements

MID-MS REGIONAL LIBRARY SYSTEM

ARPA Grant

COLLECTIONS

- Print materials (MLC can do collections assessment)
- Acquisition of electronic collections (ex. OverDrive) providing more materials to reduce hold times while adding needed titles
- Electronic materials: add items to your permanent ebook collection/start an ebook collection
- Databases: test out a database for a year (Newspapers.com, Ancestry Library Edition, etc)
- Genealogy collection upgrade: scanner, archival supplies, microfilm reader
- Nontraditional Collections for checkout (tools, etc)

PROGRAMMING

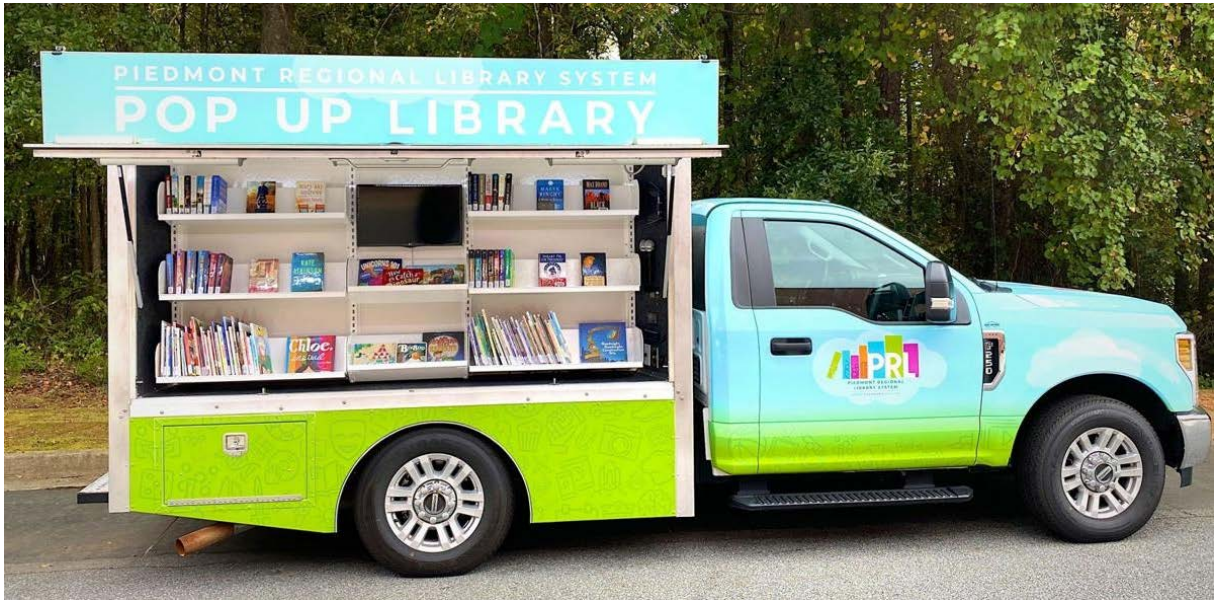
- Virtual/hybrid programming upgrade: (Zoom license, Meeting room equipment (screen, projector, whiteboard, cameras, microphones), Cameras/microphones/green screen for creating video content, Podcast setup (microphones, software), Movie license, mobile movie screen, tents)
- Programming supplies: buttonmaker, sewing machines
- Makerspace/STEM supplies (3D printer, coding kits, etc)
- Workforce development programs (job skills training, career coaching, resume writing—partner with local businesses)
- SLP supplies
- State Parks and Recreation Area Collaboration where libraries can check out park passes to users along with outdoors supplies (e.g., park pass + backpack with birding books, animal tracks books, binoculars, and parks brochures/maps of nearby parks)

MID-MS REGIONAL LIBRARY SYSTEM

ARPA Grant

EXPANDING ACCESS

- Book vending machine
- Focus on special populations, like homeless: special access library card (like youth card); vouchers for laundromats; partner with social services)
- Book lockers, Book drops, Book bikes, etc.
- Microfilm reader/scanner
- Self-checkout stations
- Accessibility Assessment—ADA compliance
- Disaster Planning Assessment—partner with police/fire departments
- Virtual reference service: chat, text, mobile app for your ILS



Hi! I'm PuRL!

Short for Pop-up Rolling Library, I roam all over Banks, Barrow, and Jackson counties. I help the PRLS staff bring the joy of libraries all over the place!

PIEDMONT REGIONAL LIBRARY SYSTEM
BANKS | BARROW | JACKSON

https://www.prlib.org/purl

$27,000 - $29,000
Ford Transit ½ Ton Cargo Van

https://laportelibrary.org/bringing-the-library-to-you/mobile-library/

https://twitter.com/nyplbookmobile

https://www.6sqft.com/the-nypl-is-rolling-out-the-bookmobile-this-summer/

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Unfinished Business
- **New Business**
  - Discarded Equipment
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Discarded Equipment

5 Dell 7010 Computers -- 2426, 2468, 2467, 2373, 2466
6 Dell 790 Computers -- 2172, 2568, 2052, 2051, 4912, 2231
6 Dell 990 ComputerS -- 2103, 2113, 2114, 2391, 2392, 2168
23 Dell Monitors -- 2531, 2344, 2578, 2246, 2228, 2242, 2453, 2450, 2448, 2457, 2477, 0962, 2449, 2452, 2435, 2434, 2456, 2458, 2455, 2444, 2445, 2459, 2447
1 Brother Printer -- 6082
1 HP Printer -- 3382
7 Lexmark Printers -- 6254, 6260, 6258, 6266, 6262, 6255, 6252
2 HP ScannerS -- 5001, 1965
1 UPS -- 2604
1 Dell Server -- 2240

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Unfinished Business
- **New Business**
  - Incentive Payments
- Adjournment

FY2022 MMRLS Employee Incentive Program
Headquarter Staff Members

The MMRLS Employee Incentive Program shall be used annually, depending on the availability of funds, to provide financial awards to eligible employees. Incentives will be distributed evenly from available funds to all eligible employees based on the number of hours worked by the employee during a typical week of employment. Employees will be informed of the amount they will be eligible to receive after the MMRLS Administrative Board of Trustees approves the library system's final FY2022 operating budget. Payments will be made to eligible employees no later than October 31, 2022.

To meet eligibility, MMRLS employees must regularly work 20 hours or more per week, be actively employed for the entirety of FY2022 (October 1, 2021 – September 30, 2022), and meet all the criteria described below. Exceptions to the below criteria can only be made on an individual basis by the MMRLS Administrative Board of Trustees. Exception requests must be made in writing.

Additional Eligibility Criteria:

- Attend position-relevant trainings (in-person or online):
  - Four trainings for 40-hour employees
  - Two trainings for employees working less than 40 hours
  - Employees must provide proof of training attendance before September 30, 2022
- Attend all FY2022 MMRLS Staff Meetings
- Receive no written reprimands during FY2022
- Have a 96% on-time attendance record during FY2022
- Submit on-time reports in at least 11 out of 12 months during FY2022
- Develop at least one new department-specific project, program, procedure, or resource which encourages library usage, creates or improves a library service, or otherwise benefits library support groups, staff, or patrons. Project must be pre-approved by the Executive Director.

DRAFT

FY2022 MMRLS Employee Incentive Program
Librarian/Branch Managers (2+ FTE Branches)

The MMRLS Employee Incentive Program shall be used annually, depending on the availability of funds, to provide financial awards to eligible employees. Incentives will be distributed evenly from available funds to all eligible employees based on the number of hours worked by the employee during a typical week of employment. Employees will be informed of the amount they will be eligible to receive after the MMRLS Administrative Board of Trustees approves the final FY2022 MMRLS Operating Budget. Payments will be made to eligible employees in October 2022.

To meet eligibility, MMRLS employees must regularly work 20 hours or more per week, be actively employed for the entirety of FY2022 (October 1, 2021 – September 30, 2022), and meet all the criteria described below. Exceptions to the below criteria can only be made on an individual basis by the MMRLS Administrative Board of Trustees. Exception requests must be made in writing.

Additional Eligibility Criteria:

- Attend position-relevant trainings (in-person or online):
  - Four trainings for 40-hour employees
  - Two trainings for employees working less than 40 hours
  - Employees must provide proof of training attendance before September 30, 2022
- Attend all FY2022 MMRLS Staff Meetings
- Receive no written reprimands during FY2022
- Have a 96% on-time attendance record during FY2022
- Submit on-time reports in at least 11 out of 12 months during FY2022
- Plan at least four community outreach opportunities per year (festival, holiday parade, career fair, etc.), and participate in at least three of these events.
- Participate in, help to plan, and supervise at least one branch "team project" which encourages library usage, creates or improves a library service, or in some way serves to benefit library patrons and/or the local community. Project must be pre-approved by the Executive Director.

DRAFT

FY2022 MMRLS Employee Incentive Program
Assistant Librarian/Branch Managers

The MMRLS Employee Incentive Program shall be used annually, depending on the availability of funds, to provide financial awards to eligible employees. Incentives will be distributed evenly from available funds to all eligible employees based on the number of hours worked by the employee during a typical week of employment. Employees will be informed of the amount they will be eligible to receive after the MMRLS Administrative Board of Trustees approves the final FY2022 MMRLS Operating Budget. Payments will be made to eligible employees in October 2022.

To meet eligibility, MMRLS employees must regularly work 20 hours or more per week, be actively employed for the entirety of FY2022 (October 1, 2021 – September 30, 2022), and meet all the criteria described below. Exceptions to the below criteria can only be made on an individual basis by the MMRLS Administrative Board of Trustees. Exception requests must be made in writing.

Additional Eligibility Criteria:

- Attend position-relevant trainings (in-person or online):
  - Four trainings for 40-hour employees
  - Two trainings for employees working less than 40 hours
  - Employees must provide proof of training attendance before September 30, 2022
- Attend all FY2022 MMRLS Staff Meetings
- Receive no written reprimands during FY2022
- Have a 96% on-time attendance record during FY2022
- Participate in at least three community outreach opportunities per year (community event, festival, holiday parade, career fair, etc.)
- Participate in and help to plan at least one branch "team project" per year which encourages library usage, creates or improves a library service, or in some way serves to benefit library patrons and/or the local community. Project must be pre-approved by the Executive Director.

FY2022 MMRLS Employee Incentive Program
Youth Services Librarian

The MMRLS Employee Incentive Program shall be used annually, depending on the availability of funds, to provide financial awards to eligible employees. Incentives will be distributed evenly from available funds to all eligible employees based on the number of hours worked by the employee during a typical week of employment. Employees will be informed of the amount they will be eligible to receive after the MMRLS Administrative Board of Trustees approves the final FY2022 MMRLS Operating Budget. Payments will be made to eligible employees in October 2022.

To meet eligibility, MMRLS employees must regularly work 20 hours or more per week, be actively employed for the entirety of FY2022 (October 1, 2021 – September 30, 2022), and meet all the criteria described below. Exceptions to the below criteria can only be made on an individual basis by the MMRLS Administrative Board of Trustees. Exception requests must be made in writing.

Additional Eligibility Criteria:

- Attend position-relevant trainings (in-person or online):
  - Four trainings for 40-hour employees
  - Two trainings for employees working less than 40 hours
  - Employees must provide proof of training attendance before September 30, 2022
- Attend all FY2022 MMRLS Staff Meetings
- Receive no written reprimands during FY2022
- Have a 96% on-time attendance record during FY2022
- Plan and execute at least two in-house children's or young adult programs per month
- Plan and execute at least twelve children's or young adult outreach programs
- Participate in at least one branch "team project" per year which encourages library usage, creates or improves a library service, or in some way serves to benefit library patrons and/or the local community. Project must be pre-approved by the Executive Director.

DRAFT

MID-MS REGIONAL LIBRARY SYSTEM

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Unfinished Business
- **New Business**
  - FY2022 Budget
- Adjournment

MID-MS REGIONAL LIBRARY SYSTEM

Adjournment

Remaining 2022 Meeting Date

- October 11, 2020 at 10am: Attala County Library