



## Administrative Board of Trustees Meeting Minutes

Date: October 12, 2021  
Time: 2:00 pm

Location: Attala County Library

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, October 12, 2021, at the Attala County Library. Trustees in attendance were: Rhonda Porter, Winston County (teleconference), Lee Branch, Montgomery County (teleconference), Martha Ramzy, Leake County, Flora Pilgrim, Holmes County, and Terry Jones, Attala County. Also in attendance were staff members: Jennette Moore, Goodman Librarian (teleconference), 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 August 9, 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: Jennette Moore, Goodman Public Library 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 and circulation report)

During the director's report the board welcomed newly named Administrative Board of Trustees member Mr. Lee Branch, who was appointed to fill the remainder of Margaret Harris's term on the board. Mr. Branch had been a member of the Montgomery Advisory Board of Trustees for about a year and a half. The board was thankful to the Montgomery County Board of Supervisors for naming Ms. Harris's replacement so quickly after her resignation in August. The board was also notified of the reappointment of Ms. Rhonda Porter as the Winston County Representative of the board to another 5-year term.

### NEW BUSINESS...

#### A. Incentive Payments

In new business, the board first discussed the MMRLS Incentive Payment Program approved at the August meeting of the board. Director Josh Haidet and Business Manager Tammy Bell

suggested that \$35,000.00 in overage funds from the FY2021 budget be made available to the program in its first year. After the employer part of Social Security was taken from these funds, about \$25.48 per hour worked would be available equally to all MMRLS employees who meet specific criteria. After reviewing the proposed criteria for each position, Martha Ramzy made a motion to approve the proposed criteria and the amount of \$35,000.00 to be used for the program in FY2022. Flora Pilgrim seconded, and all were in favor.

#### **B. Administrative Leave**

Next, the board discussed the system's Administrative Leave policy, due to expire at the end of 2021. Mr. Haidet suggested making the policy a permanent part of the MMRLS Employee Handbook. The director commented that most of the policy's language was taken from the policy that existed as a permanent part of the State of Mississippi's Personnel Handbook. Terry Jones made a motion to approve the policy as a permanent addition to the MMRLS Employee Handbook. Flora Pilgrim seconded, and all were in favor.

#### **C. ARPA Grant/Mobile Library**

Next on the agenda was the system's ARPA Grant Funds. At the August meeting of the board the director suggested that the system pursue a low-cost option for a bookmobile or "mobile library" to spend the grant funds. The board was presented with a proposed budget for the project which totaled \$41,659.00. After discussion, Martha Ramzy voted to approve the project, and Terry Jones seconded. All were in favor. The director also informed the board that the build date on the van for the project was currently May 1, 2022, and the funds for the grant would need to be spent by May 31, 2022. He said he planned to get monthly updates from the dealership and had already spoke to the Mississippi Library Commission about options with the grant funds should the van not be delivered in time.

#### **D. 2022 Meeting Dates**

The board next reviewed the system proposed 2022 meeting date schedule. The director asked if the board wished to continue meeting at 10:00am or 2:00pm. Flora Pilgrim made a motion to approve the 2022 Meeting Date Schedule with the meetings of the Administrative Board being scheduled for 2:00pm. Martha Ramzy seconded, and all were in favor.

#### **E. MMRLS FY2022 System Budget**

The board was next presented with the final draft of the FY2022 System Budget. After notification was received from all funding authorities, the following changes were discussed:

- Overall system support from all funding authorities will increase \$35,081.40.
- Increases:
  - Attala County (+\$35,425.00): Additional funds will be used to increase staff salaries, as well as the materials, eServices, and furniture and equipment budgets.
  - Montgomery County (+\$2,117.00): Additional funds will be used to increase staff salaries as well as the materials budget.
  - Winston County (+\$1,735.00): Additional funds will be used to offset the existing deficit in staff salaries.
  - City of Louisville (+\$4,000.00): Additional funds will be used to offset the existing deficit in staff salaries.
- Decreases:
  - Holmes County (-\$2,959.00): Due to decreased millage values in the county.
  - City of West (-\$4,200.00): Decrease due to work required on the library's roof.
  - City of Carthage (estimated -\$12,000 - \$15,000): Though the city will be keeping the library at level funding, the city has informed us that they will no longer pay for the

library's electric, water, sewer, phone, or garbage bill. They will also no longer provide the library with cleaning or bathroom supplies.

- Level Funding:
  - All other funding authorities will provide level support for FY 2022.

The decrease from the City of Carthage was discussed first. The director said that he received a letter notifying him of the City's intention to cut the budget in late August. After a follow-up letter from the library system, the Mayor of Carthage Mary Ann Vivians sent another letter which stated that the budget cut was a "decision made by the Mayor and Board of Alderman was made due to budget cuts in every department of the City." Mr. Haidet mentioned that Carthage Advisory Board member Judy Thomas had met with Mayor Vivians to express her concerns about the cut, but that the system had not been notified of any change in the city's intentions.

The following key details for the FY2022 budget were also discussed:

- The budget includes at least a .40¢ per hour increase for all library employees with more than one year of service time
- The cost of library system services (HQ salaries) will increase from \$68,000 per county to \$71,671 per county
- The hours of the Library Support position will increase from 32 to 40 hours per week
- The business hours of the Pickens Public Library will increase from 28 to 35 hours per week
- The rate of pay for system substitutes will increase from \$7.25 to \$8.00 per hour
- After negotiation with the vendor, the system will renew Brainfuse HelpNow and JobNow even though usage has not been stellar in the first year of our subscription. Brainfuse agreed to decrease the cost of the subscription from \$8,500.00 to \$6,000.00 a year
- Wherever possible, maintenance and operation costs have been re-evaluated and distributed more evenly between the counties based on usage
- The substitute fund has been removed from the budget of the Attala County Library as the library has not used substitute librarians in over three years
- The system has budgeted to begin offering notary services at one location per county

After further review and discussion, Terry Jones made a motion to approve the budget as presented, and Flora Pilgrim seconded. All were in favor.

#### F. FY2022 Board Chair and Vice Chair

Martha Ramzy made a motion to nominate board member Flora Pilgrim as FY2022 Board Chairperson, and Terry Jones seconded. All were in favor. Martha Ramzy then made a motion to nominate Rhonda Porter as Vice Chairperson, and Terry Jones seconded. All were in favor.

#### ADJOURNMENT...

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

**NEXT SCHEDULED MEETING:** Monday, January 24, 2022 at the Attala County Library.



1/24/22

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MMRLS Admin Board Secretary

Approved Date

# Administrative Board of Trustees Meeting

October 11, 2021

# Agenda

- Set Agenda
- Approval of Minutes
- Reports
  - Jennette Moore, Goodman Librarian
  - Tammy Bell, Business Manager
  - Josh Haidet, Executive Director
- Old Business
- New Business
  - a) Incentive Payments
  - b) Administrative Leave
  - c) ARPA Grant/Mobile Library
  - d) FY2022 Meeting Dates
  - e) MMRLS FY2022 System Budget
  - f) FY2022 Board Chair and Vice Chair
- Adjournment

# Agenda

- Set Agenda
- **Approval of Minutes**
- Reports
- Old Business
- New Business
- Adjournment

# Agenda

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

**Library Board of Trustees Meeting**  
**October 11, 2021**  
**Report from Goodman Public Library**

We extend our many thanks to those who have supported us during these uncertain times.

As you are aware, we are open to the public 21 hours per week. Our hours are: Monday – 1:00 p.m. – 5:00 p.m., Tuesday and Thursday – 9:00 a.m. – 5:00 p.m., Wednesday – Closed, and Friday – 9:00 a.m. – 12:00 noon.

Because of Covid, some patrons are still wearing masks as they enter, and we do practice social distancing in the library. Our meeting room is still closed to the public for programs and events, but we are having as many passive programs as time will permit which has become our new normal.

We now have a Facebook page and invite you to visit to see what will be posted weekly, which will include the new books at our Library. Our circulation is not what we would like it to be, but we always look forward to working with the people in the community and continuing to make the Goodman Public Library the best it can be.

We were excited to announce the End of Late Fees on MMRLS items. As we informed you earlier this year, this is a historic change for our system.

During the National Library Week, April 4-10, we had passive programs where we distributed plants to adults and goodie bags to children.



The theme for the Summer Library Program was “Tails and Tales.” The Summer Library Program ran from June 14 thru July 18, 2021. During this time, we did have several programs. Programs included: Weekly Tails and Tales Goodie Bags, Weekly Tails and Tales Gift Card (sign up and one card given away each week for stopping in at the Library), Outdoor Storytime with Ms. Lindsay, Noah’s Ark Animal Workshop, and Adult and Children Scavenger Hunt.



Tails and Tales! Patrons won gift cards for stopping by! Dana Kahn Neuge and Avery Nantoni



The Mammie and the Finch enjoyed the Author Workshop! They picked up a book and a goodie bag!



Ahmed Haymon is enjoying the Scavenger Hunt!!!



Summer Library Program, "Tails and Tales" Outdoor Storytime with Ms. Lindsay!





We were happy to have one of our young patrons win the MMRLS Reading Program prize.



For the Month of August to show our appreciation to our customers, we featured half price for our faxes, copies, and computer printouts.



Mrs. Sondra Rule was very pleased to receive half price for copies made of her menu during this month's Customer Appreciation. Yes, we appreciate her support of the Goodman Public Library!!



Francis Haymon and her son, Kennedy, were happy to receive their first Library cards.



celebrating Teentober! Four activities have been

planned as passive programs in the library. They are I Spy Cabinet, Bookmarks for Teens to Complete, Library Scavenger Hunt, and Candy Guess. There will be one program a week for four weeks. Each time a teen completes one of the weekly activities, they will be given a First Book. Also, when they complete the activity, they will register for the grand prize to be given away at the end, which will be a \$50 Walmart gift card, a pair of Bluetooth headphones, and other goodies.

I continue to represent our library by inviting students at Goodman-Pickens School to visit us. I have been invited to judge their Reading Fair again this year. The Goodman Public Library will be assisting with finding books for the children to read and complete their boards.



Remember, we are dedicated to our patrons, cheerfully assisting with a wealth of information that is available. I would still like to see more children from the community use the library and would love to have the teens and adults more involved.

Working for better library services,

Jennette Moore  
Librarian



# Agenda

- Set Agenda
- Approval of Minutes
- **Reports**
  - Financial Report
- Old Business
- New Business
- Adjournment

# Agenda

- Set Agenda
- Approval of Minutes
- **Reports**
  - Director's Report
- Old Business
- New Business
- Adjournment

## Director's Report:

## Updates from Previous Meeting: Board Terms

- Mr. Lee Branch named to Montgomery County Board Position
- Ms. Rhonda Porter reappointed as Winston County representative

<b>County</b>	<b>Member</b>	<b>Date Named</b>	<b>Term Expires</b>
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	Lee Branch	August 16, 2021 (to fill remaining term of M. Harris)	September 30, 2022
Winston	Rhonda Porter	November 5, 2018 (1 <sup>st</sup> term) September 13, 2021 (2 <sup>nd</sup> term)	September 30, 2026

## Director's Report:

## Updates from Previous Meeting

- Library Hours at the Winston County Library were changed to Monday – Friday 8am – 5pm, and Saturday 9 am 1pm beginning September 1<sup>st</sup>.

## Director's Report:

## System Updates

- CSpire
  - Internet speeds have been increased at all 13 branches
  - Speeds went from 3mb – 20mb to 100mb at all locations
  - VOIP telephone service coming soon



## Director's Report:

## System Updates

- Employee Handbook
  - Planned for first meeting of 2022
- New Services
  - Notary
    - One per county
    - We hope to offer this service before the start of 2022



## Director's Report:

## System Updates

- New Services
  - Library App
    - CapiraReady Customizable Library App
    - Cost is \$2,011.50 per year (eServices budget)

# Director's Report: System Updates

Need a simpler solution?

## CapiraReady<sup>SM</sup>



**CapiraReady** is ready to launch off the shelf. Simply choose from predesigned templates and add basic information about your library and services. Users can quickly engage by searching your catalog, using a digital library card, viewing your events calendar, and so much more.

[Watch a CapiraReady demo](#)

Director's  
Report:

System  
Updates

Promotional  
Schedule

September is  
**LIBRARY CARD  
SIGN-UP MONTH!**

A Library Card is the  
Ultimate School Supply

Do You Have Yours?



- 144 new accounts created
- (22 digital library cards)

# Director's Report:

# System Updates

# Promotional Schedule

**CHANCE AT A GRAND PRIZE!**



**Disney Trivia Vault**  
from the  
**STAR WARS**  
THE FORCE AWAKENS  
and Questions Answered  
by Dave Smith



**FREE BOOKS!**



**PERK JEKINS**  
DEMIGOD  
COLLECTIBLE



**Disney Art of Hand Lettering**  
An inspirational handbook for creating beautiful hand lettered art about LOVE  
2 QUOTES TO BE HAND LETTERED IN BLACK AND COLOR

**FUN ACTIVITIES!**

**VISIT YOUR LOCAL BRANCH LOCATION IN OCTOBER!**

**MMRLS**  
MID-MS REGIONAL LIBRARY SYSTEM

**TEEN**tober

# Director's Report:

# System Updates

# Promotional Schedule



## FRIENDS OF THE LIBRARY SIGN UP MONTH



Join Now for a Small Fee.  
Click Here to Learn More!

# Director's Report: Attala County



## Director's Report:

## Holmes County


 West Public Library  
September 13 at 12:30 PM · 🌐

# LOOKING FOR SOME ENTERTAINMENT???



Season 1-6 of The Nanny, War Horse, Iron Man 1-3 (Blu-ray), Peter Pan, Bolt, Lady and the Tramp, Mickey's Christmas Carol


**STOP BY WEST PUBLIC LIBRARY AND CHECK OUT OUR NEWEST DVD OPTIONS**

 Tchula Public Library  
September 29 at 8:02 AM · 🌐


Join the Tchula Library for Dial A Story!

# Dial A Story

## 662-290-7323



Read by:  
Miriam Davis,  
librarian at Tchula  
Public Library



Mid Mississippi Regional Library System  
September 28 at 8:43 PM · 🌐

Join Ms. Miriam for a fun fall Dial A Story! #mmrls #dialastory

Like Comment Share

# Director's Report:

# Holmes County

**Lexington Public Library**  
Yesterday at 1:32 PM · 🌐

Event	Date
• Get Organized Week	3 <sup>rd</sup> to 9 <sup>th</sup>
• Anne Rice's Birthday	4 <sup>th</sup>
• R. L. Stine's Birthday	8 <sup>th</sup>
• National Cake Decorating Day	10 <sup>th</sup>
• Oscar Wilde's birthday	16 <sup>th</sup>
• Statue of Liberty Dedication Day	28 <sup>th</sup>
• Dick Francis' Birthday	31 <sup>st</sup>
• Halloween	31 <sup>st</sup>

👍 Like    💬 Comment    ➦ Share

**Durant Public Library**  
October 1 at 11:13 AM · 🌐

Teens! Come in for Prizes and Activities just for you! Each week there will be a different activity and a different weekly Prize. You'll be entered into a Grand Prize Drawing each time you complete the weekly activity.

👍 4    1 Share




## Director's Report:

## Leake County

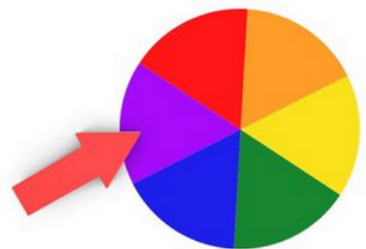
- New Carthage-Leake County Library Youth Services Librarian
- Lashunda Millsaps
  - Background in Early childhood education
  - Hire date of September 1<sup>st</sup>


# Director's Report:


## Leake County

 **Carthage-Leake County Library**  
September 29 at 8:44 AM · 🌐


We are mid-way through Banned Book Week! 🕒 About this book📖: A powerful cultural touchstone of modern American literature, This book depicts the lives of African American women in early twentieth-century rural Georgia. Can you name this book? All guesses will be entered in a drawing for popcorn 🍿 and a movie 🎬 #MMRLS #LibraryCardSignUpMonth #BannedBooksWeek



 **Banned Book  
Picture Puzzle #3**  
Hint: A Southern coming-of-age novel.

 **Walnut Grove Public Library**  
September 24 at 1:09 PM · 🌐

Welcome to "First Chapter Friday!"  
This week's book is "Heidi Heckelbeck and the Hair Emergency" by Wanda Coven.  
A. R. Level: 3.6  
Points: 1.0



Play  
0:00 / 3:28

👍 2      5 Shares

# Director's Report: Montgomery County



Winona-Montgomery County Library

September 29 at 11:17 PM · 🌐



They are beautiful indeed! Thank you Winona Garden Club!



Winona Garden Club

September 28 at 1:24 PM · 🌐

The garden club maintains the beautiful planters at the library. Check them out! [Winona-Montgomery County Library](#)



Winona-Montgomery County Library

September 28 at 3:55 PM · 🌐



Piper Swindoll visits the library to get her first library card!  
[#beyondbooks](#)



1 Share

# Director's Report: Montgomery County

**Duck Hill Public Library** 6m · 🌐

It's Teentober month at the library! Teens, come by and participate in an activity and get a book! First up is creating a bookmark.

gram Each Week. Participate for a Chance to Win a Grand Prize Pack Including a \$50 Wal-Mart Gift Card!


Like Comment Share

**Kilmichael Public Library** September 17 at 3:24 PM · 🌐


It's Constitution Day! Stop by the library to see this informative display sponsored by the Daughters of the American Revolution!

2 Shares

# Director's Report: Winston


 **Winston County Library**  
September 23 at 2:16 PM · 🌐

Rotarian Al Porter presented a \$1000 check to Denise Dickerson on behalf of the Louisville Rotary Club to the Winston County Library for use for its literacy programs.



👍 21

👍 Like    💬 Comment    ➦

 Write a comment... 😊

Press Enter to post.



## Director's Report

## Winston Lightning Strike

- Meraki Switch MS-225-48LP: \$4,199.99
- Meraki Switch MR-33: \$410.00
- Xerox Workcentre 6515: \$472.95
- HP EliteDesk PC: \$884.09
- Cabling: \$728.00
- Dell Monitor: \$100.00
- MMRLS staff time: 104 hours 4 minutes = \$2,517.59



# Circulation Report

Branch name:	Year-To-Date
Attala County	37,243
Carthage-Leake	16,114
Duck Hill	1,630
Durant	3,556
Goodman	1,053
Kilmichael	3,540
Lexington	2,411
Pickens	1,066
Tchula	604
Walnut Grove	9,201
West	910
Winona-Montg	10,658
Winston County	28,086
cloud E-books	10,191
Hoopla E-Books	14,900
<b>TOTAL:</b>	<b>141,163</b>

## 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	3,649	2,188	0	0	0	10
Carthage	0	0	2,802	1,290	1	1	0	10
Duck Hill	0	0	78	43	0	0	0	3
Durant	0	0	1,346	626	0	0	0	0
Goodman	0	0	125	66	0	0	0	0
Kilmichael	0	0	295	229	0	0	0	0
Lexington	0	0	2,663	1,649	0	0	0	2
Pickens	0	0	474	403	0	0	0	13
Tchula	0	0	333	336	0	0	0	1
Walnut Grove	0	0	589	463	0	0	0	0
West	0	0	26	13	0	0	0	0
Winona	0	0	1,774	850	0	0	0	3
Winston	0	0	2,312	1,683	0	0	0	7
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>16,466</b>	<b>9,839</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>49</b>



## OTHER

LOCATION	Tests	In Service	Visits From	Reference	Attendance in	Library Volunteer	Public Use of Meeting Room		Group Visits to Library	
	Proctored	Training	Headquarters	Questions	Library	Hours	NUMBER	ATTENDANCE	Number	Attendance
Attala	0	6	0	2,574	22,206	0	0	0	0	0
Carthage	0	4	67	402	15,921	0	2	775	0	0
Duck Hill	0	2	62	338	1,132	0	0	0	0	0
Durant	0	2	61	70	5,056	0	17	54	0	0
Goodman	0	2	49	219	832	0	0	0	0	0
Kilmichael	0	3	50	88	1,245	0	0	0	0	0
Lexington	1	2	55	683	6,983	2	5	396	0	0
Pickens	0	7	74	80	1,498	0	1	10	0	0
Tchula	0	7	70	76	1,191	0	0	0	0	0
Walnut Grove	0	3	52	1,119	6,262	0	21	1,089	0	0
West	0	1	61	41	547	0	0	0	0	0
Winona	1	2	67	4,267	8,065	0	8	418	0	0
Winston	20	5	77	3,597	11,457	0	2	21	0	0
<b>TOTAL:</b>	<b>22</b>	<b>46</b>	<b>745</b>	<b>13,554</b>	<b>82,395</b>	<b>2</b>	<b>56</b>	<b>2,763</b>	<b>0</b>	<b>0</b>

# Agenda

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

## Mid-Mississippi Regional Library System Employee Incentive Program for FY2022

Transfer from FY2021 budget overage	\$35,000.00
Social Security (7.65%)	(\$2,487.25)
<b>Total Available Funds*</b>	<b>\$32,512.75</b>

Total planned hours worked by all employees per week:	1,276
Amount per hour (available funds divided by hours worked):	\$25.48

Hrs. per week	Amount of Incentive Payment (Gross)	# of Employees	Total
40	\$1,019.20	23	\$23,441.60
35	\$891.80	1	\$891.80
32	\$815.36	1	\$815.36
30	\$764.40	1	\$764.40
28	\$713.44	1	\$713.44
26	\$662.48	1	\$662.48
24	\$611.52	1	\$611.52
21	\$535.08	1	\$535.08
20	\$509.60	8	\$4,076.80
	<b>Total Employees</b>	<b>38</b>	<b>\$32,512.48</b>

\*Note: performance-based incentive payments are excluded from PERS withholding according to Miss. Code Ann. § 25-11-103(k)

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 no later than November 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.

# Incentive Payment Eligibility Criteria

- Continuing Education
- Punctuality
- Reports
- Projects
  - Programming and Community Outreach
  - Team Project
  - Department-Specific Project

# The same for (almost) everyone...

## 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
    - A full conference where an employee attends at least two training sessions will count for a maximum of two trainings
  - If an employee has a question as to the relevancy of a specific training to their position, the employee should contact the Executive Director for a determination prior to attending the training session
  - Employees must provide proof of training attendance before September 30, 2022, and complete a workshop report for each session attended
- Attend all FY2022 MMRLS Staff Meetings
- Have a 97% on-time attendance record during FY2022
- Submit on-time reports in at least 11 out of 12 months during FY2022

## Punctuality

- The average Monday – Friday full-time staff member works approximately 250 days in a fiscal year
- 97% = 7.5 days late
- 96% = 10 days late

# Incentive Criteria

# HQ Department Heads

- 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 patrons, staff, or support groups. Project must be pre-approved by the Executive Director.
  - Project must be submitted for approval by March 1, 2021 utilizing the MMRLS Project Proposal Form
  - Project must be completed, and final report submitted, no later than September 30, 2022



# Incentive Criteria

## Branch Librarians (3+ full time employees)

- Plan at least four community outreach opportunities per year (festival, holiday parade, career fair, etc.), and participate in at least two 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.
  - Project must be submitted for approval by March 1, 2021 utilizing the MMRLS Project Proposal Form
  - Project must be completed, and final report submitted, no later than September 30, 2022

## Incentive Criteria

### Branch Librarians (Less than 3 full time employees)

- Ensure branch participates in at least one (single person branches) or two (two full-time person branches) community outreach opportunities per year (community event, festival, holiday parade, career fair, etc.)
  - Report completed outreach events to the Executive Director, along with a list of those staff members who participated.

## Incentive Criteria

### Assistant Librarians (3+ full time employees)

- Help to plan and participate in at least two 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” 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.

## Incentive Criteria

### Assistant Librarians (Less than three full time employees)

- Help to plan and participate in at least two community outreach opportunities per year (community event, festival, holiday parade, career fair, etc.)

## Incentive Criteria

## Youth Services Librarian

- Plan and execute at least two children’s or young adult in-house, virtual, or outreach programs per month
  - Simple passive programs such as coloring sheets do not count towards the monthly total
- 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.

# Incentive Criteria

# Library Support

- Develop or assist with 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 patrons, staff, or support groups. Project must be pre-approved by the Executive Director.

## Incentive Criteria

### Senior Clerk

- Participate in at least two 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.

## Incentive Criteria

## Genealogy Librarian

- Participate in at least one outreach opportunity per year which promotes the genealogy collection



# Incentive Criteria

## Clerk

- Participate in at least one community outreach project per year (community event, festival, holiday parade, career fair, etc.)
- 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.

# Incentive Criteria

## Custodian

- Have a 97% on-time attendance record during FY2022
- Complete weekly job duty checklist and submit it to the librarian for approval
- This is the entire list for the Custodian position

## Incentive Criteria

Some will  
need to be  
combined

- Duck Hill Librarian/Winona Clerk
- Durant Assistant Librarian/West Librarian

# Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
  - Administrative Leave
- Adjournment

## Mid-Mississippi Regional Library System Administrative Leave Policy

Employees of the Mid-Mississippi Regional Library System may be granted administrative leave with pay. For the purposes of this section, “administrative leave” means discretionary leave with pay, other than personal leave, medical leave, or other types of leave with pay. The Governor of the State of Mississippi, library system executive director, or the administrative board of trustees may grant administrative leave with pay to employees in the event of extreme weather conditions, or in the event of a manmade, technological or natural disaster, or other emergency. Any employee on a previously approved leave shall be eligible for such administrative leave and shall not be charged for his or her previously approved leave. Administrative leave granted under this paragraph cannot exceed two weeks (up to 80 hours, or a part-time employee’s two-week equivalent) or paid discretionary leave at the employee’s regular rate of pay in any twelve-month period without prior approval of the administrative board of trustees, or as mandated by the Governor of the State of Mississippi. This policy shall go into effect January 1, 2021 and will expire December 31, 2021 unless it is renewed by the MMRLS Administrative Board of Trustees board before that date.

# Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
  - ARPA Grant/Mobile Library
- Adjournment

# Mobile Library Estimated Cost

The estimated cost of the mobile library is as follows:

- Ford Transit ½ Ton Cargo Van: \$27,509.00
- Vehicle branding design and installation: \$4,500.00
- Liftgate: \$2,500.00
- Liftgate installation: \$2,000.00
- Bookcarts: \$3,000.00
- Shelving: \$1,800.00
- Shelving installation: \$350.00
- **Total Estimated Cost: \$41,659.00**

# Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
  - FY2022 Meeting Dates
- Adjournment



# Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
  - MMRLS FY2022 System Budget
- Adjournment

- Increases:

- Attala County (+\$35,425.00): Additional funds will be used to increase staff salaries, as well as the materials, eServices, and furniture and equipment budgets.
- Montgomery County (+\$2,117.00): Additional funds will be used to increase staff salaries as well as the materials budget.
- Winston County (+\$1,735.00): Additional funds will be used to offset the existing deficit in staff salaries.
- City of Louisville (+\$4,000.00): Additional funds will be used to offset the existing deficit in staff salaries.

- Decreases:

- Holmes County (-\$2,959.00): Due to decreased millage values in the county.
- City of West (-\$4,200.00): Decrease due to work required on the roof of the library.
- City of Carthage (estimated -\$12,000 - \$15,000): Though the city will be keeping the library at level funding, the city has informed us that they will no longer pay for the library's electric, water, sewer, phone, or garbage bill. They will also no longer provide the library with cleaning or bathroom supplies.

# FY2022 Budget

- Library Support Position Increased from 32 to 40 hours (Nov 1<sup>st</sup>)
- Pickens Public Library Business Hours Increased from 28 to 35 hours per week (Nov 1<sup>st</sup>)
- Change Wednesday hours at West Public Library from Noon – 4pm to 8am – Noon (Nov 1<sup>st</sup>)
- Brainfuse renewed
- Raises (in addition to incentive payment)

## FY2022 Raises

- All MMRLS employees with one year of service time will receive at least a .40¢ per hour raise
- Money also exists to correct some (though not all) historical wage disparities for the system
- Suggested salary ranges

# Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
  - FY2022 Board Chair and Vice Chair
- Adjournment

## Adjournment

## 2022 Meeting Dates

- January 24, 2022
- April 11, 2022
- August 8, 2022
- October 10, 2022