

Re: Meeting

Heather Phipps

Tue 4/18/2023 10:05 AM

To: Francesca Castro <francescac@salinecountylibrary.org>

Hey Francesca,

Can you come in around 1?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: Francesca Castro <francescac@salinecountylibrary.org>

Sent: Tuesday, April 18, 2023 9:59 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Meeting

Hello Heather,

Can I come and talk to you sometime today?

Thanks,
Francesca



Francesca Castro
Marketing Coordinator

Phone: [\(501\) 778-4766 xt 1338](tel:(501)778-4766)

Email: FrancescaC@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Staff Announcement

Heather Phipps

Tue 4/18/2023 1:54 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Afternoon,

I am sad to announce that Francesca Castro will be leaving us, her last day will be May 18th. We wish you the best of luck in the future and we will miss you!

I have posted the Marketing Coordinator position on BambooHR. Please feel free to share

<https://sclibrary.bamboohr.com/careers/93>



Marketing Coordinator

The Marketing Coordinator assists in the planning, implementation, and evaluation of communications and marketing activities for the Saline County Library system. Qualifications Bachelor's Degree in Marketing, Graphic Design, Communications or related field preferred. This

sclibrary.bamboohr.com



Heather Phipps, PHR Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Re: Employee of the Month Nominations - May

Heather Phipps

Tue 4/18/2023 2:32 PM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

📎 1 attachments (163 KB)

Employee of the Month Submission Form.pdf;

Ok my brain was not working yesterday.. Please have your nominations in by the **27th!** We will announce the winner on the **28th!**



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Monday, April 17, 2023 9:10 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: Employee of the Month Nominations - May

Good Morning,

It's that time again! Each month staff can nominate employees to win employee of the month. There is a list of rules to go by below. The winner gets a special parking spot close to the building, they will also become famous because their picture will hang at the front circulation desk and have exclusive bragging rights!

1. **We need nominations from Benton and Bryant**
2. **Anyone can make a nomination**
3. **You can nominate more than one person**
4. **You can NOT nominate yourself 😊**
5. **You can re-nominate someone you nominated before if they did not win**
6. **If someone has won before, they can win again (especially with limited staffing in Bryant)**
7. **Please fill out the attached form and email me**

Winners will be selected by the executive committee and announced April 27th

Please have your nominations in to me by April 28th

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Re: Report

Heather Phipps

Tue 4/18/2023 3:06 PM

To: Julie Syler <julies@salinecountylibrary.org>

Ok thanks! We will work on it

**Heather Phipps, PHR**
Human Resources ManagerPhone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)Email: heatherp@SalineCountyLibrary.orgAddress: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)[About Me](#)

From: Julie Syler <julies@salinecountylibrary.org>**Sent:** Tuesday, April 18, 2023 2:55 PM**To:** Heather Phipps <heatherp@salinecountylibrary.org>**Subject:** Re: Report

Than you so much!

I'm also looking for the collection expenditures from 2022, hopefully broken down by line item.

Julie Syler

Systems Administrator

Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>**Sent:** Tuesday, April 18, 2023 2:20 PM**To:** Julie Syler <julies@salinecountylibrary.org>**Subject:** Report

Hey Julie,

Here is the report for the revenue we acquired. Can you remind me of what else you needed please?

Thanks!

Re: ALL-In

Heather Phipps

Tue 4/18/2023 3:53 PM

To: [Redacted]

Hey [Redacted]

Sorry I am just now getting back to you. I spoke to Patty and since this is something that is voluntary, (like Leadership) unfortunately, it does not warrant a pay increase.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: [Redacted]

Sent: Monday, April 17, 2023 10:58 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>

Subject: ALL-In

Good morning!

I've attached my certificates from ALL-In. I graduated last week! Woohoo! (I'm still looking for my first certificate..ha!) I know we've talked a little about if this will work for the [Redacted] I wanted to send all of this just in case it qualifies. 😊

[Redacted]

[Redacted]

Daily Give Away

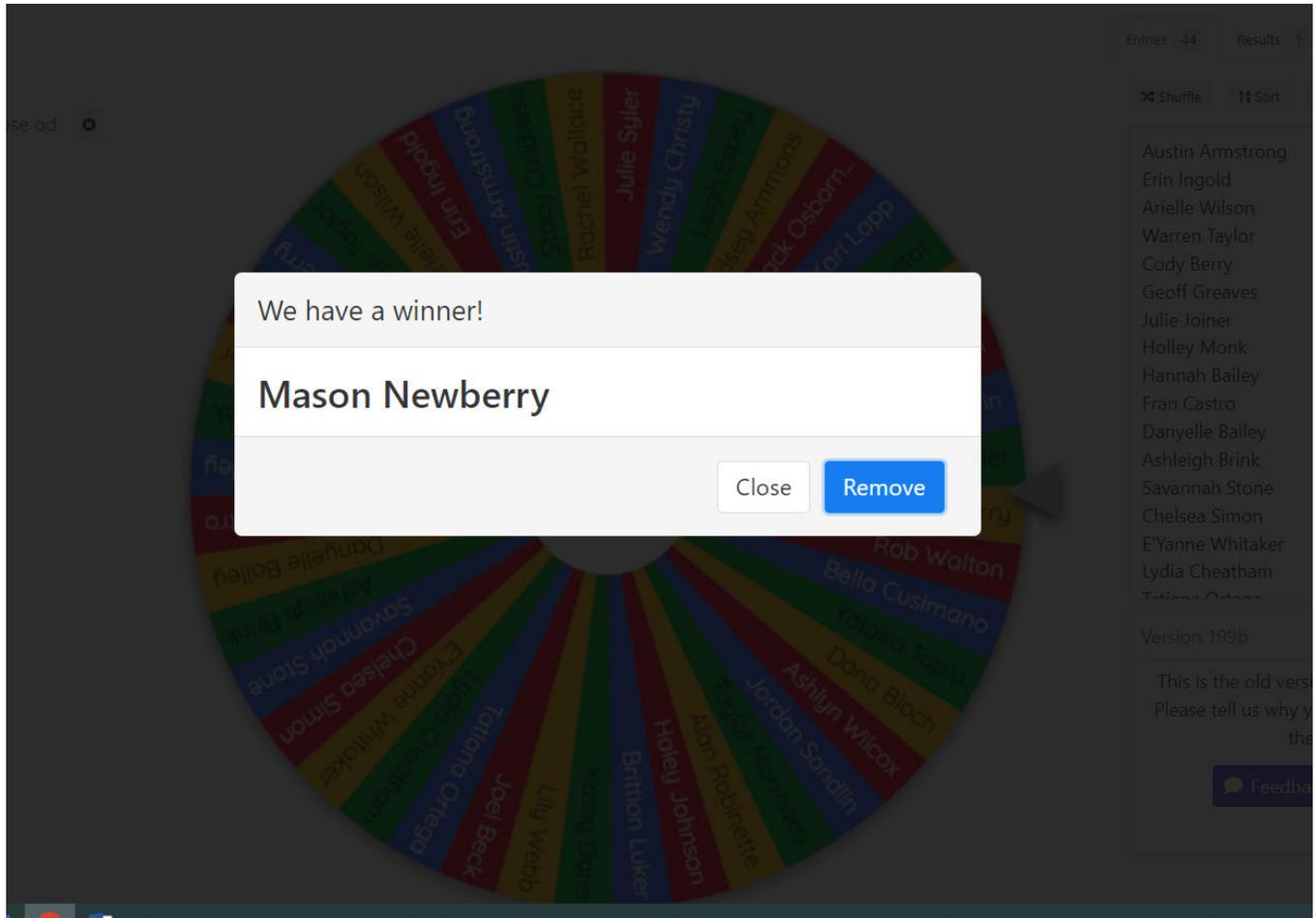
Heather Phipps

Wed 4/19/2023 7:09 AM

To: Mason Newberry <masonn@salinecountylibrary.org>

Today's gift bag winner is **Mason Newberry!** Please come to my office to pick up your bag 😊

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Re: Library Shirts For Sale

Heather Phipps

Wed 4/19/2023 7:42 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

📎 2 attachments (742 KB)

T-Shirt Form.docx; SCL Shirt Order Options 2023.jpg;

Reminder! If you would like to order a shirt, Money and order forms are due tomorrow.

From: Heather Phipps <heatherp@salinecountylibrary.org>**Sent:** Wednesday, April 12, 2023 11:02 AM**To:** allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>**Subject:** Library Shirts For Sale

If you were not able to get an order form at the staff meeting on Monday, I have extras in my office.

I put some in the bag to go to Bryant.

Don't forget, order forms with payment are due next Thursday 4/20. Also, if you have your own shirt that you want a logo on, you can take it to the

**Heather Phipps, PHR**
Human Resources ManagerPhone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)Email: heatherp@SalineCountyLibrary.orgAddress: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Staff Announcement

Heather Phipps

Wed 4/19/2023 8:09 AM

To: Francesca Castro <francescac@salinecountylibrary.org>

Yes please

**Heather Phipps, PHR**
Human Resources ManagerPhone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)Email: heatherp@SalineCountyLibrary.orgAddress: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)[About Me](#)

From: Francesca Castro <francescac@salinecountylibrary.org>**Sent:** Wednesday, April 19, 2023 8:08 AM**To:** Heather Phipps <heatherp@salinecountylibrary.org>**Subject:** Re: Staff Announcement

Should I post this online?

From: Heather Phipps <heatherp@salinecountylibrary.org>**Sent:** Tuesday, April 18, 2023 1:54 PM**To:** allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>**Subject:** Staff Announcement

Good Afternoon,

I am sad to announce that Francesca Castro will be leaving us, her last day will be May 18th. We wish you the best of luck in the future and we will miss you!

I have posted the Marketing Coordinator position on BambooHR. Please feel free to share

<https://sclibrary.bamboohr.com/careers/93>



Marketing Coordinator

The Marketing Coordinator assists in the planning, implementation, and evaluation of communications and marketing activities for the Saline County Library system. Qualifications Bachelor's Degree in Marketing, Graphic Design, Communications or related field preferred. This

sclibrary.bamboohr.com



Heather Phipps, PHR Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Sweet Donation

Heather Phipps

Wed 4/19/2023 9:23 AM

To: benton@salinecountylibrary.org <benton@salinecountylibrary.org>

A sweet new patron stopped by to get a library card, and brought the staff donuts and flowers to show their support ❤️

Donuts are in the breakroom!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



National Library Week April 24th - 29th

Heather Phipps

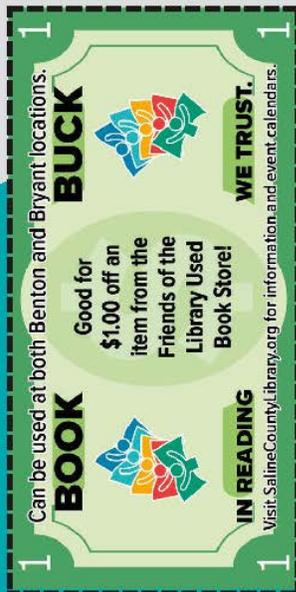
Wed 4/19/2023 1:47 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Reminder that next week is National Library Week!

NATIONAL LIBRARY WEEK

April 23rd - 29th



Monday, April 24

Music Monday - Dress up like your favorite musician. We will provide a coffee bar with music. Pick up a book-note so you can share a special memory or thought about libraries!

Tuesday, April 25

Travel Tuesday - Dress up like you are going on a trip! Anywhere! We will be traveling through the library on a scavenger hunt. Finish all of the tasks and turn in your completed form to the front desk to earn a book buck so your travels and adventures never stop!

Wednesday April 26

Who's Who Wednesday - See if you can trick your friends and dress up like someone else for the day! Our day has gone wacky, and we need help to unscramble it! Help us solve the puzzles and riddles at both locations.

Thursday, April 27

Throwback Thursday - Take it back to whatever decade you choose! 80s, 70s, Renaissance? Stop by to see if you can answer all questions right for our Trivia Through the Decades! You can also play a different round on Facebook with us at 7:30 PM. Winner of our Facebook trivia will receive a special prize.

Friday, April 28

Fictional Friday - Dress up like your favorite fictional character. Share a picture of you dressed up on our social media channels and tag us or come to the library to take a photo in our National Library Week photo booth area.

Saturday, April 29

Shoutout Saturday - We are super excited and thankful for all our wonderful patrons, so come to the library for a special treat and share your favorite library memories with us on our social media. We will also share all the wonderful book-notes we have gotten throughout the week.



Heather Phipps, PHR
Human Resources Manager

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Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Re: Interviews

Heather Phipps

Thu 4/20/2023 8:57 AM

To: Kari Lapp <karil@salinecountylibrary.org>

So, start the week of May 1st?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Kari Lapp <karil@salinecountylibrary.org>

Sent: Thursday, April 20, 2023 8:56 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interviews

Yes, please. I can't this week.



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)

Email: KariL@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Thursday, April 20, 2023 8:55 AM

To: Kari Lapp <karil@salinecountylibrary.org>

Subject: Interviews

When do you want to start interviews. I know its CRAZY. Do you want to do it next week or the next so you can work on your FOIA.

Fw: Report

Heather Phipps

Thu 4/20/2023 8:58 AM

To:Arielle Wilson <ariellew@salinecountylibrary.org>

Hey Arielle,

Here is the report



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)



From: Julie Syler <julies@salinecountylibrary.org>

Sent: Tuesday, April 18, 2023 4:22 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Report

That would be most helpful!

Julie Syler
 Systems Administrator
 Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Tuesday, April 18, 2023 3:07 PM

To: Julie Syler <julies@salinecountylibrary.org>

Subject: Re: Report

You need it by Thursday right?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)



From: Julie Syler <julies@salinecountylibrary.org>
Sent: Tuesday, April 18, 2023 2:55 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Report

Than you so much!

I'm also looking for the collection expenditures from 2022, hopefully broken down by line item.

Julie Syler
Systems Administrator
Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Tuesday, April 18, 2023 2:20 PM
To: Julie Syler <julies@salinecountylibrary.org>
Subject: Report

Hey Julie,

Here is the report for the revenue we acquired. Can you remind me of what else you needed please?

Thanks!



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About Me

Daily Give Away!

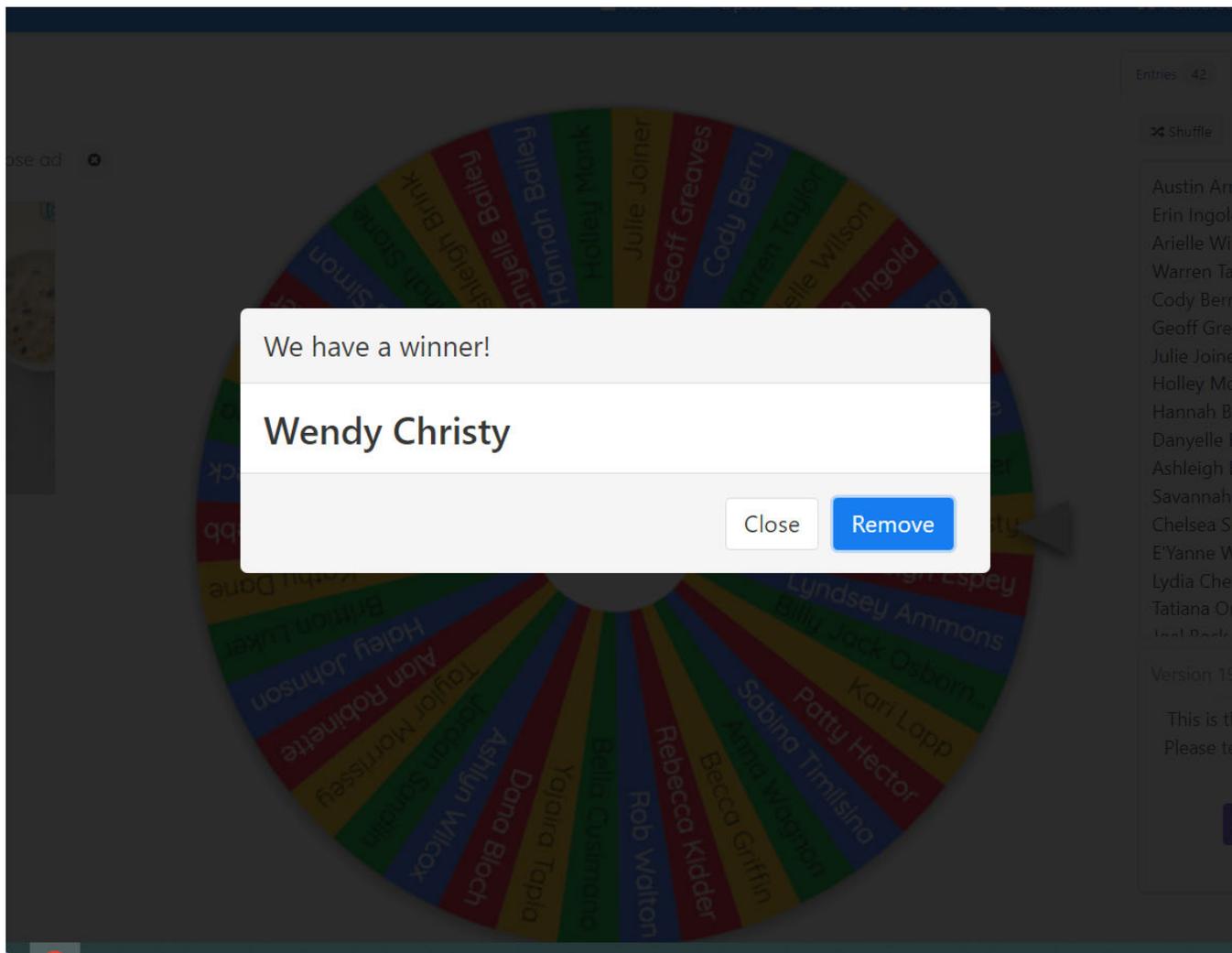
Heather Phipps

Thu 4/20/2023 10:44 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Wendy Christy!** Please come to my office to pick up your bag

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:5017784766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinecountylibrary.org/1800-Smithers-Dr-Benton-AR-72015)

Riddles

Heather Phipps

Fri 4/21/2023 7:20 AM

To: Kari Lapp <karil@salinecountylibrary.org>

Hey! I'm working on getting the riddles ready is there a prize for getting them right or is this just for funzies?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: next week availability

Heather Phipps

Fri 4/21/2023 9:06 AM

To: Kari Lapp <karil@salinecountylibrary.org>

Besides that one person, is there anyone you are interested in interviewing?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Kari Lapp <karil@salinecountylibrary.org>
Sent: Friday, April 21, 2023 9:01 AM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: next week availability

Anything in Green is open [REDACTED]

	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30
Monday							Patty									
Tuesday					Managers		Team	Marketing								
Wednesday													CED Meeting			
Thursday							RC-Scooters			Rotary						
Friday			ABN													
Saturday																



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)
Email: KariL@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



New Hire - Arielle Wilson

Heather Phipps

Fri 4/21/2023 12:05 PM

To: Spencer Worth <spencer.worth@jtsfs.com>; Heather Martin <heather@jtsfs.com>

Cc: Audrey Villegas <audrey.villegas@salinecounty.org>; Christy Peterson <christy.peterson@salinecounty.org>

📎 1 attachments (1 MB)

2023 - 06 New Hire [REDACTED] - Arielle Wilson.pdf;

Good Afternoon,

Arielle is now full-time and will be [REDACTED] I have added her to the portal.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

April Benefit deductions

Heather Phipps

Fri 4/21/2023 12:11 PM

To:Audrey Villegas <audrey.villegas@salinecounty.org>

📎 5 attachments (5 MB)

2023 - 04 New Hire [REDACTED] Childers, Danyelle.pdf; 2023 - 04 New Hire [REDACTED] - Sabina Timilsina.pdf; 2023 - 04 [REDACTED] Joiner, Julie Confirmation Form.pdf; SalineCountyLibrary_PayrollDetails_04182023_1447.xls; Saline County Benefit Payments -04.2023.xlsx;

Hi Audrey,

Here are the benefits for April.

Notes:

Additions - Sabina Timilsina, and Danyelle Childers

Changes - Julieana Joiner, [REDACTED]
[REDACTED]

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: New Hire - Arielle Wilson

Heather Phipps

Fri 4/21/2023 12:30 PM

To: Spencer Worth <spencer.worth@jtsfs.com>; Heather Martin <heather@jtsfs.com>

Cc: Audrey Villegas <audrey.villegas@salinecounty.org>; Christy Peterson <christy.peterson@salinecounty.org>

Also, Francesca Castro has resigned. Her last day is 5/18 and I have already terminated her in the portal.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

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From: Heather Phipps

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To: Spencer Worth <spencer.worth@jtsfs.com>; Heather Martin <heather@jtsfs.com>

Cc: Audrey Villegas <audrey.villegas@salinecounty.org>; Christy Peterson <christy.peterson@salinecounty.org>

Subject: New Hire - Arielle Wilson

Good Afternoon,

Arielle is now full-time and will be [REDACTED] I have added her to the portal.

Thanks,



Heather Phipps, PHR
Human Resources Manager

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Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Coffee

Heather Phipps

Mon 4/24/2023 9:22 AM

To:Rebecca Kidder <rebeccak@salinecountylibrary.org>;Rachel Wallace <rachelw@salinecountylibrary.org>

Hello!

I put some coffee pods, creamer, cups, and hot chocolate in the bag to come to over this morning.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Daily Give Away!

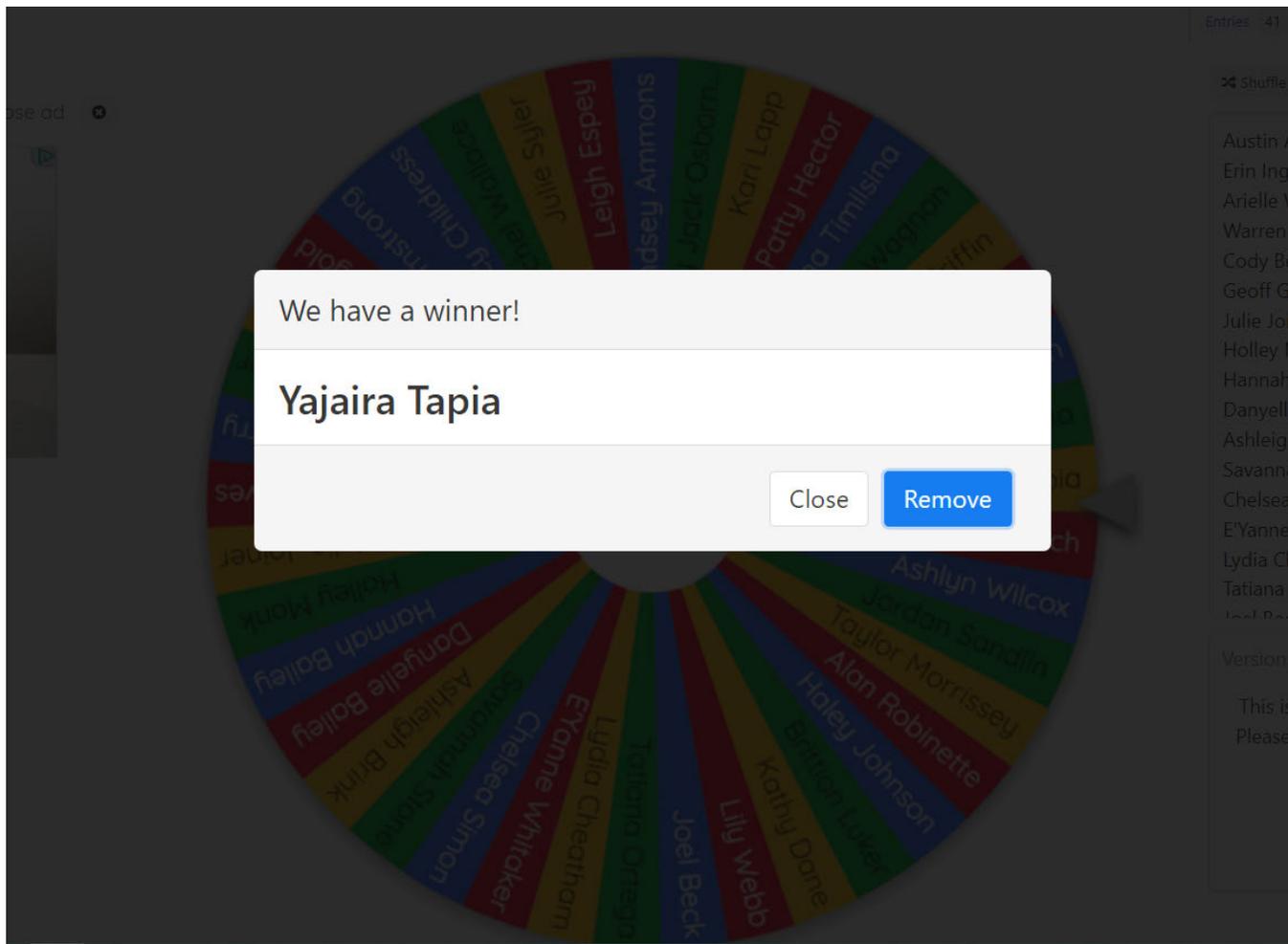
Heather Phipps

Mon 4/24/2023 10:43 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Yajaira Tapia!** Please come to my office to pick up your bag 😊

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

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Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

15,000 Wellable Points Prize

Heather Phipps

Mon 4/24/2023 10:59 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Cc: Patty Hector <pattyh@salinecountylibrary.org>

Hi Heather,

You have reached 15,000 Wellable Points so you have earned the leave an hour early prize! You will be able an hour early, as long as you let your supervisor know in advance 😊

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

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Email: heatherp@SalineCountyLibrary.org

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"Books & Barbells" Blue and You Fitness Challenge! Week 8 Update

Heather Phipps

Mon 4/24/2023 10:59 AM

To: Taylor Morrissey <TaylorM@salinecountylibrary.org>; Lydia Cheatham <LydiaC@salinecountylibrary.org>; Anna Wagnon <annaw@salinecountylibrary.org>; Francesca Castro <francescac@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Dana Bloch <danab@salinecountylibrary.org>; E'Yanne Whitaker <E'yanneW@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Jordan Sandlin <jordans@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Stacy Childress <stacyc@salinecountylibrary.org>
Cc: Heather Phipps <heatherp@salinecountylibrary.org>

Good Morning,

Looks like we are closing out month 2 of the program strong! Almost everyone has gotten all of their in-house prizes and is close to completing the 20,000 points in order to complete the challenge. It also looks like Collections is competing for first place!! Only 4 weeks left 😊

Here are the top 5 earners so far this week!

1. Stacy Childress - 28,087 Points
2. Taylor Morrissey - 27,334 Points
3. Francesca Castro - 21,000 Points
4. Amanda Garrison - 19,611 Points
5. Anna Wagnon - 16,718 Points

Don't forget, you need 20,000 points to complete the challenge!

A reminder of our in-house prizes:

5,000 Wellable Points - Pick a Prize from the High 5 Box or a snack from the break room 🏆

8,000 Wellable Points - Take a long lunch 😊

11,000 Wellable Points - Sleep in an extra hour 🧘

15,000 Wellable Points - Leave an hour early 🏃

Thank you!

Riddles

Heather Phipps

Mon 4/24/2023 12:38 PM

To: Kari Lapp <karil@salinecountylibrary.org>; Francesca Castro <francescac@salinecountylibrary.org>
Cc: Amanda Garrison <AmandaG@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Susie Sward <SusieS@salinecountylibrary.org>; Alan Robinette <AlanR@salinecountylibrary.org>

📎 3 attachments (1 MB)

Riddles Adults.jpg; Riddles Kids.jpg; Riddles Tweens-Teens.jpg;

Good Afternoon,

I threw together some riddles. Hopefully this will work!!

I put the nuts and candy in Kari's office and gave Alan the popsicles this morning 😊



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Fw: Interview - Saline County Library

Heather Phipps

Mon 4/24/2023 12:56 PM

To: Kari Lapp <karil@salinecountylibrary.org>



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Monday, April 24, 2023 12:55 PM

To: [Redacted]

Subject: Re: Interview - Saline County Library

Let's do [Redacted] We do Teams here so I will send you an email with the link attached at the bottom.

Thanks



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: [Redacted]

Sent: Monday, April 24, 2023 12:47 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview - Saline County Library

[Redacted]. Similarly I can do a [Redacted]. Or [Redacted]. I have zoom, Skype, messenger, FaceTime, anything. I'm adept at all.

[Sent from Yahoo Mail for iPhone](#)

On Monday, April 24, 2023, 12:39 PM, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Are you available for a virtual meeting?



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: [REDACTED]
Sent: Monday, April 24, 2023 12:19 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Interview - Saline County Library

Wonderful. I'm doing a temp job until the end of [REDACTED] so I can't say anything until [REDACTED] [REDACTED] but I'm deeply interested in the position. I like the library system and I see so much in what you offer that I very badly want the chance to make a pitch for what I can do for you. If you're amenable to a phone interview I'm available [REDACTED] [REDACTED] I hope to make something work out!

[Sent from Yahoo Mail for iPhone](#)

On Monday, April 24, 2023, 11:46 AM, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [REDACTED],

We like what we've seen and would love to meet with you in person to discuss the position further.

Please send me a couple times that may work for you this week. I'll find what works and send you more details of where, when, and with whom.

We look forward to meeting you, [REDACTED]

Regards,

About Me

Heather Phipps

Mon 4/24/2023 1:10 PM

To: Kari Lapp <karil@salinecountylibrary.org>

Do I need to remove this from the onboarding/offboarding process?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: Interview Saline County Library

Heather Phipps

Mon 4/24/2023 1:21 PM

[Redacted]

Hi [Redacted]

[Redacted] Please come to the [Redacted]
[Redacted] Go to the [Redacted] and let them know
that you are there for an interview. I will [Redacted]

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: [Redacted]

Sent: Monday, April 24, 2023 1:13 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview Saline County Library

Hi there,

Thank you for your interest and response, so glad to hear from you. I am really interested in learning more about the position my availability this week is as follows:

[Redacted]

[Redacted]

I look forward to hearing from you soon,

[Redacted]

On Monday, April 24, 2023, 11:45:26 AM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [Redacted],

We like what we've seen and would love to meet with you in person to discuss the position further.

Please send me a couple times that may work for you this week. I'll find what works and send you more details of where, when, and with whom.

We look forward to meeting you, [REDACTED]

Regards,

Heather Phipps
HR Manager
Saline County Library



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

This email was sent from outside the organization.

Interview - [REDACTED]

Heather Phipps

Tue 4/25/2023 7:44 AM

To [REDACTED] Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leigh@salinecountylibrary.org>

Good Morning,

You have been scheduled for a [REDACTED]

You will be meeting with the following individuals:

Kari Lapp - Community Engagement Manager

Leigh Espey - Library Manager

Heather Phipps - Human Resources Manager

We look forward to meeting with you.

Heather Phipps

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Daily Give Away!

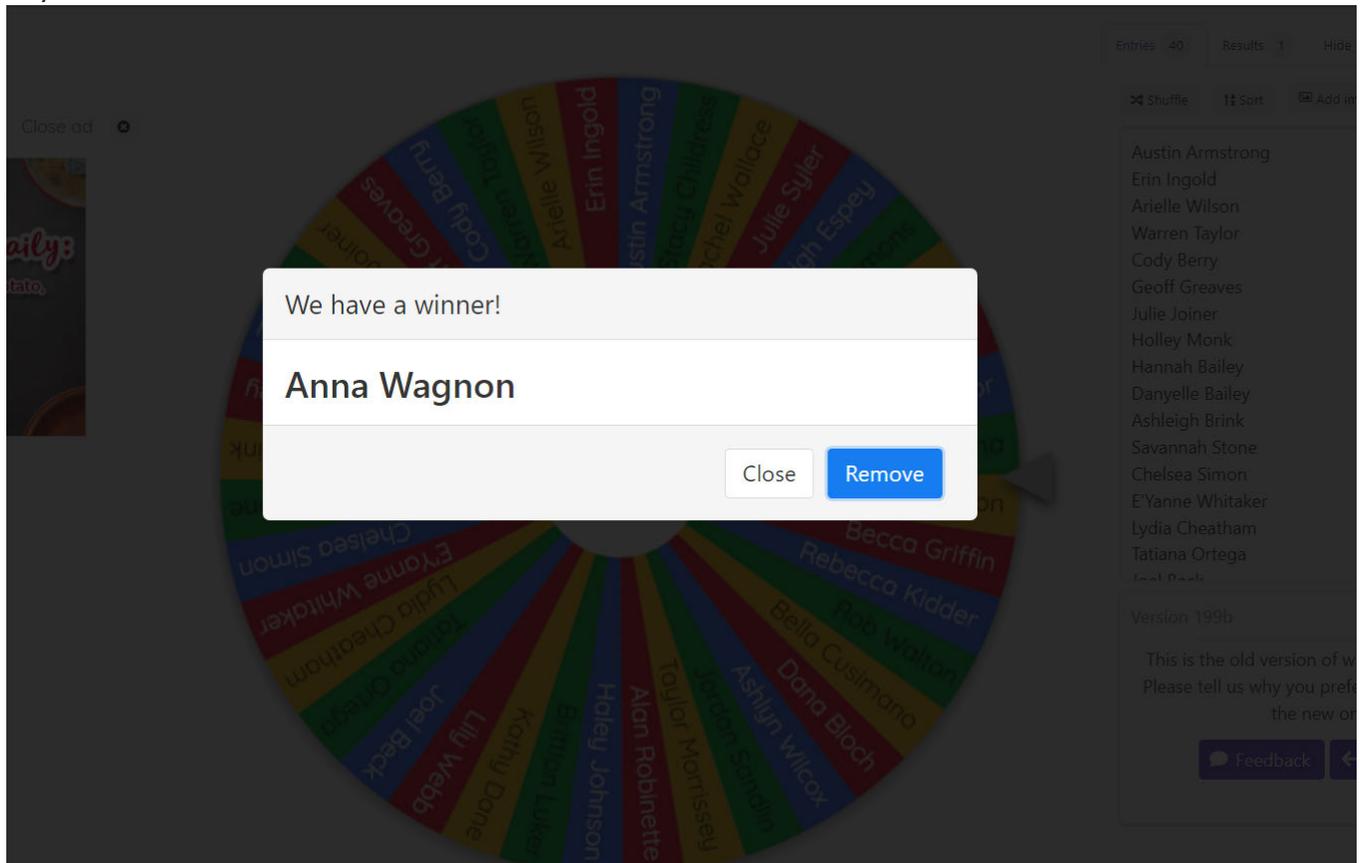
Heather Phipps

Tue 4/25/2023 1:21 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Anna Wagnon!** I will put it in the bag to come over to Bryant in the morning 😊

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: community helpers storytime

Heather Phipps

Tue 4/25/2023 2:50 PM

To: Dana Bloch <danab@salinecountylibrary.org>

Hey Dana,

I will ask and see if they are available and what they can bring!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Dana Bloch <danab@salinecountylibrary.org>

Sent: Tuesday, April 25, 2023 2:43 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: community helpers storytime

Hi, Heather! We are doing another community helpers storytime on [REDACTED], and we were thinking maybe [REDACTED] could bring their farm animals up? I'll make it about farming! Wendy said you had offered to bring them if we wanted to do anything. Let me know if that would work!



Dana Bloch
Youth Services Programmer

Phone: [\(501\) 778-4766 xt 1388](tel:(501)778-4766)

Email:

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Reply

Forward



Exit Interview with Fran

Heather Phipps

Wed 4/26/2023 8:54 AM

To: Francesca Castro <francescac@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>

Hey Francesca,

Please come to my office for a exit interview. Remember to bring your key card for the door as well.

Thank you,

Heather Phipps

Microsoft Teams meeting

[Redacted]

[Redacted]

[Redacted]

Re: Exit Interview with Fran

Heather Phipps

Wed 4/26/2023 9:12 AM

To: Kari Lapp <karil@salinecountylibrary.org>

No, just informative of where she will be



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Kari Lapp <karil@salinecountylibrary.org>

Sent: Wednesday, April 26, 2023 8:56 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Exit Interview with Fran

I am not in this, correct?



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)

Email: KariL@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Wednesday, April 26, 2023 8:54:46 AM

To: Francesca Castro <francescac@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>

Subject: Exit Interview with Fran

When: Thursday, May 18, 2023 9:00 AM-9:30 AM.

Where: Microsoft Teams Meeting

Hey Francesca,

Please come to my office for a exit interview. Remember to bring your key card for the door as well.

Thank you,

Daily Give Away!

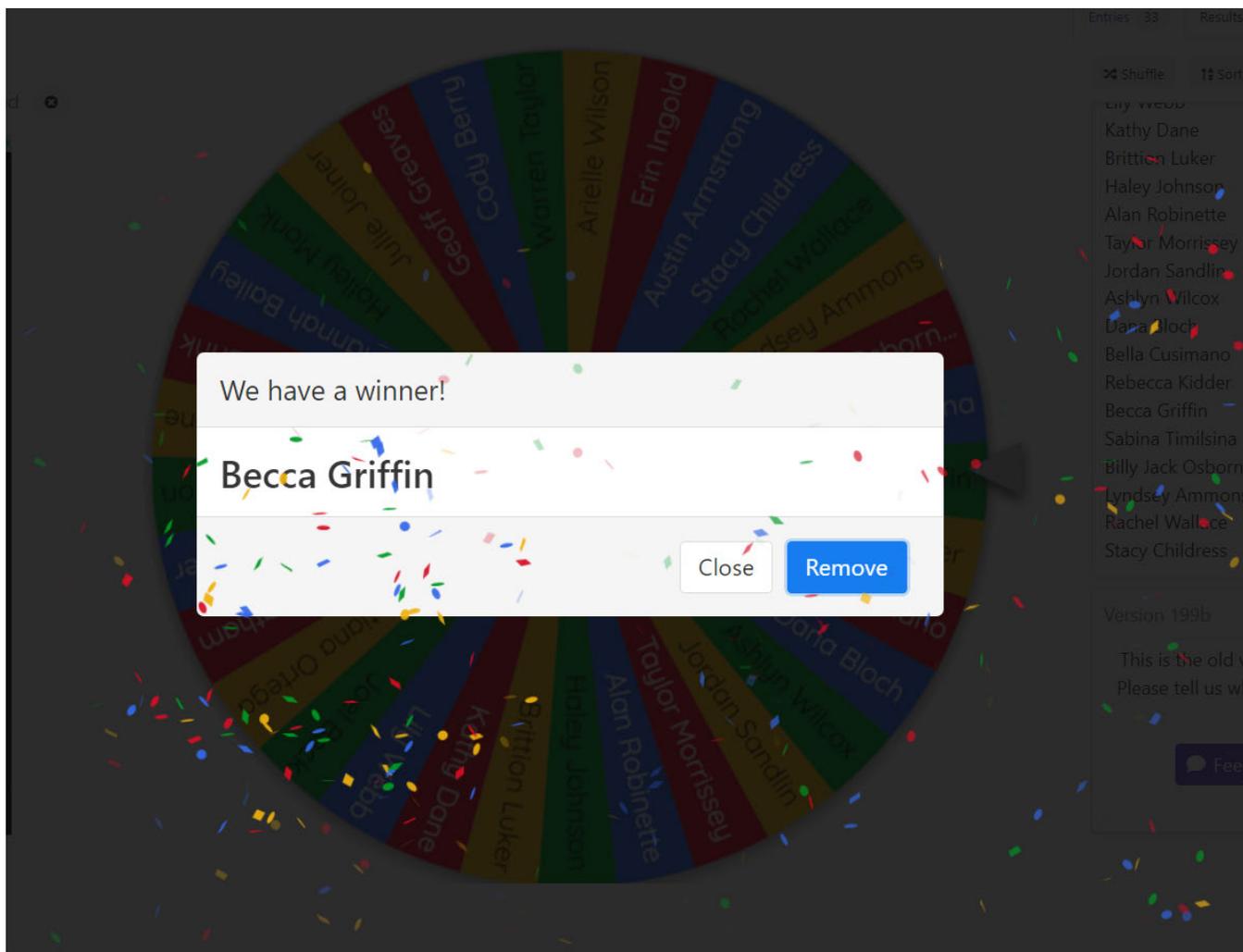
Heather Phipps

Wed 4/26/2023 9:56 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Becca Griffin!** I will put it in the bag to come over to Bryant in the morning

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Next Week Second Interview

Heather Phipps

Wed 4/26/2023 12:51 PM

To: Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Ok here is what I need:

- A topic for the press release, flyer, and social media post
- a good day and time that will work for you and your department

I think the 2nd interview should go like: First 30 mins go over the asked info with Kari, Leigh, Heather. Next 30 mins CED meet and greet.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Interview Saline County Library

Heather Phipps

Thu 4/27/2023 8:41 AM

[Redacted]

Hi [Redacted],

I wanted to let you know that I was able to sit with Kari and Leigh this morning and we were able to look at Canva together. Nice work!

We would like to meet with you again next week for a second interview if you are available. [Redacted]

For the second interview we would like to see some of your skills. We would like to see a mock **press release, flyer, and social media post** for the following topic:

Title	Pet Adoption Event
Sub title	Open your heart, and your home, to an adorable pet
Date	Saturday, April 29 2023
Time	10 00AM 2 00PM
Private event	no
Location	Bob Herzfeld Memorial Library
Registration	no
Short description	Benton Animal Control, First Security Bank, and Petsmart are partnering with us to bring out some cute pups (and maybe kitties!) who need a fur-ever home!
Description	It is the mission of Benton Animal Control to Facilitate responsible pet ownership by encouraging adoption and providing education. This year, they have not only agreed to waive all adoption fees (usually \$80) but also have all pets microchipped! All pets are spayed/neutered and are up to date on their shots. All they need is... YOU! First Security will be proving hot dogs and chips, and PetSmart will have experts on hand with training tips and goodie bags for your new family member. Come out and find a new Best Friend!
Types	Community Events
Ages	All Ages

You will also have a meet and greet with the rest of the Community Engagement Team.

Please let me know if the date works for you.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: [Redacted]

Sent: Wednesday, April 26, 2023 1:09 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview Saline County Library

Hi Heather!

I want to thank you all for your time in overviewing the role, looking forward to learning more. It truly was a pleasure and refreshing meeting you all the atmosphere and interview room was nice.

I have no way on my end of confirming if you received my invite to view my most recent creative portfolio.

At any point you have time today, because I know you all have interviews please let me know if I need to resend that information or capsule it into a zip file.

[Redacted]

On Monday, April 24, 2023, 02:03:08 PM CDT, [Redacted]

Hi Heather,

[Redacted] look forward to meeting you
On Monday, April 24, 2023, 01:21:12 PM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

[Redacted]

Let's do [redacted]. Go to the [redacted] and let them know that you are there for an interview. I will come up front and meet you.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: [redacted]

Sent: Monday, April 24, 2023 1:13 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview Saline County Library

Hi there,

Thank you for your interest and response, so glad to hear from you. I am really interested in learning more about the position my availability this week is as follows:

[redacted]

[redacted]

I look forward to hearing from you soon,

[redacted]

On Monday, April 24, 2023, 11:45:26 AM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [redacted]

We like what we've seen and would love to meet with you in person to discuss the position further.

Please send me a couple times that may work for you this week. I'll find what works and send you more details of where, when, and with whom.

We look forward to meeting you, [redacted]

Regards,

Daily Give Away!

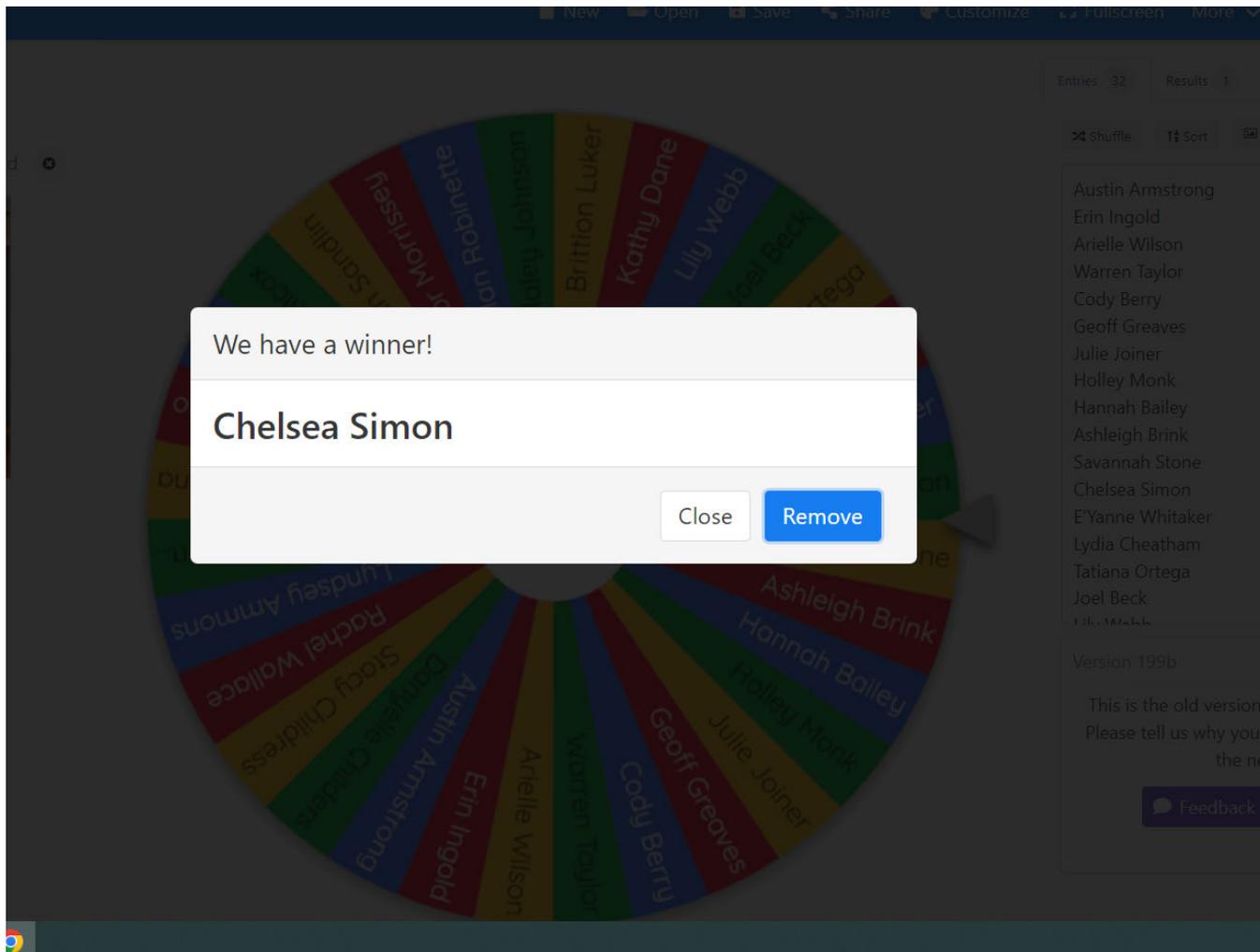
Heather Phipps

Thu 4/27/2023 8:47 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Chelsea Simon!** Please come to my office to pick up your bag

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Interview - Saline County Library

Heather Phipps

Thu 4/27/2023 9:19 AM

[Redacted]

That works!

The interview [Redacted]. Please come to the [Redacted].

You will be meeting with the following individuals:

- Kari Lapp - Community Engagement Manager
- Leigh Espey - Library Manager
- Heather Phipps - HR Manager

Let me know if you have any questions!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: [Redacted]

Sent: Thursday, April 27, 2023 9:13 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview - Saline County Library

##- Yes! You can reply directly to this email and [Redacted] will get it. Just make sure it's above this line so we can read it right. -##

I'm available [Redacted] if that works for you!

[Sent from Yahoo Mail on Android](#)

Interview - Saline County Library

Re: Second Interview**Heather Phipps**

Thu 4/27/2023 9:40 AM

To [REDACTED]

Excellent!

The interview will be at the [REDACTED] Go to the front desk and let them know that you are there for an interview.

Here are the following individuals you will be meeting with:

[REDACTED] Presentation of press release, flyer and social media post

Kari Lapp - Community Engagement Manager

Leigh Espey - Library Manager

Heather Phipps - HR Manager

[REDACTED] Meet and greet with Community Engagement Department

Kari Lapp - Manager

Alan Robinette - Community Librarian

Bella Cusimano - Outreach Coordinator

Mason Newberry - Adult Programmer

Susie Sward - Adult Programmer

We look forward to seeing you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Sent: Thursday, April 27, 2023 9:28 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: RE: Second Interview

I have full faith I can. I look forward [REDACTED]

[Redacted]

[Redacted]

From: [Heather Phipps](#)

Sent: Thursday, April 27, 2023 9:01 AM

[Redacted]

Hi [Redacted]

We would like to meet with you again next week for a second interview if you are available. Could you come [Redacted]

For the second interview we would like to see some of your skills. We would like to see a mock **press release, flyer, and social media post** for the following topic:

TitlePet Adoption Event

Sub titleOpen your heart, and your home, to an adorable pet

DateSaturday, April 29 2023

Time10:00AM - 2:00PM

Private eventno

LocationBob Herzfeld Memorial Library

Registrationno

Short descriptionBenton Animal Control, First Security Bank, and Petsmart are partnering with us to bring out some cute pups (and maybe kitties!) who need a fur-ever home!

Description

It is the mission of Benton Animal Control to Facilitate responsible pet ownership by encouraging adoption and providing education. This year, they have not only agreed to waive all adoption fees (usually \$80) but also have all pets microchipped! All pets are spayed/neutered and are up to date on their shots. All they need is... YOU!

First Security will be proving hot dogs and chips, and PetSmart will have experts on hand with training tips and goodie bags for your new family member. Come out and find a new Best Friend!

TypesCommunity Events

AgesAll Ages

You will also have a meet and greet with the rest of the Community Engagement Team.

Please let me know if the date works for you.

Thank you,

Meet and Greet with [REDACTED]

Heather Phipps

Thu 4/27/2023 9:46 AM

To: Kari Lapp <karil@salinecountylibrary.org>; Alan Robinette <AlanR@salinecountylibrary.org>; Bella Cusimano <bellac@salinecountylibrary.org>; Mason Newberry <masonn@salinecountylibrary.org>; Susie Sward <SusieS@salinecountylibrary.org>

Good Morning,

Kari, Leigh and I have been interviewing for the Marketing Coordinator position. We would like you to sit with our candidates and do a meet and greet with them as a department. You can even come up with questions as a team to get to know them better. We will be meeting in the Board Room.

Thank you!

Heather Phipps

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Re: Interview Saline County Library

Heather Phipps

Thu 4/27/2023 12:45 PM

To [Redacted]

Excellent! I got really busy yesterday afternoon, so I apologize for not responding till this morning.

We will be meeting [Redacted]

Here are the following individuals you will be meeting with:

[Redacted]

- Kari Lapp - Community Engagement Manager
- Leigh Espey - Library Manager
- Heather Phipps HR Manager

[Redacted]

- Kari Lapp Manager
- Alan Robinette - Community Librarian
- Bella Cusimano - Outreach Coordinator
- Mason Newberry - Adult Programmer
- Susie Sward Adult Programmer

We look forward to seeing you again!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinelibrary.org/1800-Smithers-Dr-Benton-AR-72015)

From: [Redacted]

Sent: Thursday, April 27, 2023 12:31 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview Saline County Library

Good Afternoon,

Good deal, I apologize for the delay I am available [redacted] [redacted] thank you so much for the positive feedback on my work! I was wondering if I forwarded the portfolio correctly. I tried to incorporate some of my recent work in the portfolio, looking forward to [redacted]

Regards,

[redacted]

On Thursday, April 27, 2023, 08:41:45 AM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [redacted]

I wanted to let you know that I was able to sit with Kari and Leigh this morning and we were able to look at Canva together. Nice work!

We would like to meet with you again next week for a second interview if you are available. Could you come in on [redacted] [redacted]

For the second interview we would like to see some of your skills. We would like to see a mock **press release, flyer, and social media post** for the following topic:

Title	Pet Adoption Event
Sub title	Open your heart, and your home, to an adorable pet
Date	Saturday, April 29 2023
Time	10:00AM - 2:00PM
Private event	no
Location	Bob Herzfeld Memorial Library
Registration	no
Short description	Benton Animal Control, First Security Bank, and Petsmart are partnering with us to bring out some cute pups (and maybe kitties!) who need a fur-ever home!
Description	It is the mission of Benton Animal Control to Facilitate responsible pet ownership by encouraging adoption and providing education. This year, they have not only agreed to waive all adoption fees (usually \$80) but also have all pets microchipped! All pets are spayed/neutered and are up to date on their shots. All they need is... YOU!
	First Security will be proving hot dogs and chips, and PetSmart will have experts on hand with training tips and goodie bags for your new family member. Come out and find a new Best Friend!
Types	Community Events
Ages	All Ages

You will also have a meet and greet with the rest of the Community Engagement Team.

Please let me know if the date works for you.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: [REDACTED]
Sent: Wednesday, April 26, 2023 1:09 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Interview Saline County Library

Hi Heather!

I want to thank you all for your time in overviewing the role, looking forward to learning more. It truly was a pleasure and refreshing meeting you all the atmosphere and interview room was nice.

I have no way on my end of confirming if you received my invite to view my most recent creative portfolio.

At any point you have time today, because I know you all have interviews please let me know if I need to resend that information or capsule it into a zip file.

[REDACTED]

[REDACTED]

Hi Heather,

[Redacted], look forward to meeting you
On Monday, April 24, 2023, 01:21:12 PM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [Redacted]

[Redacted]. Please come to [Redacted].
[Redacted]

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](http://1800.Smithers.Dr.Benton.AR.72015)

From: [Redacted]
Sent: Monday, April 24, 2023 1:13 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Interview Saline County Library

Hi there,

Thank you for your interest and response, so glad to hear from you. I am really interested in learning more about the position my availability this week is as follows:

[Redacted]
[Redacted]

I look forward to hearing from you soon,

[Redacted]
[Redacted]

On Monday, April 24, 2023, 11:45:26 AM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [Redacted]

We like what we've seen and would love to meet with you in person to discuss the position further.

Please send me a couple times that may work for you this week. I'll find what works and send you more details of where, when, and with whom.

We look forward to meeting you, [REDACTED]

Regards,

Heather Phipps
HR Manager
Saline County Library



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

This email was sent from outside the organization.

This email was sent from outside the organization.

This email was sent from outside the organization.

2nd Interview - [REDACTED]

Heather Phipps

Thu 4/27/2023 12:46 PM

To: Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

We will meet in the board room

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Employee of the Month Vote!

Heather Phipps

Fri 4/28/2023 8:01 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>
Cc: Heather Phipps <heatherp@salinecountylibrary.org>

📎 7 attachments (1 MB)

Employee of the Month Submission Form - Austin.pdf; Employee of the Month Submission Form - Chelsea 2.pdf; Employee of the Month Submission Form - Chelsea 3.pdf; Employee of the Month Submission Form - Chelsea.pdf; Employee of the Month Submission Form - Hannah.pdf; Employee of the Month Submission Form - Holley.pdf; Employee of the Month Submission Form - Kathy.pdf;

Please Select one for Bryant and one for Benton ([View/vote in browser](#))
I did it all wrong this time! Sorry my brain is mush. I need votes by noon today please. I will go by majority if you haven't voted yet.

Bryant

Austin
Hannah
Holley

Benton

Chelsea
Kathy



Heather Phipps, PHR **Human Resources Manager**

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

FOIA Job Titles with descriptions

Heather Phipps

Fri 4/28/2023 9:31 AM

To: Patty Hector <pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

📎 1 attachments (3 MB)

Job Descriptions and Titles.zip;

Ok this is what I have for that portion.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Daily Give Away!

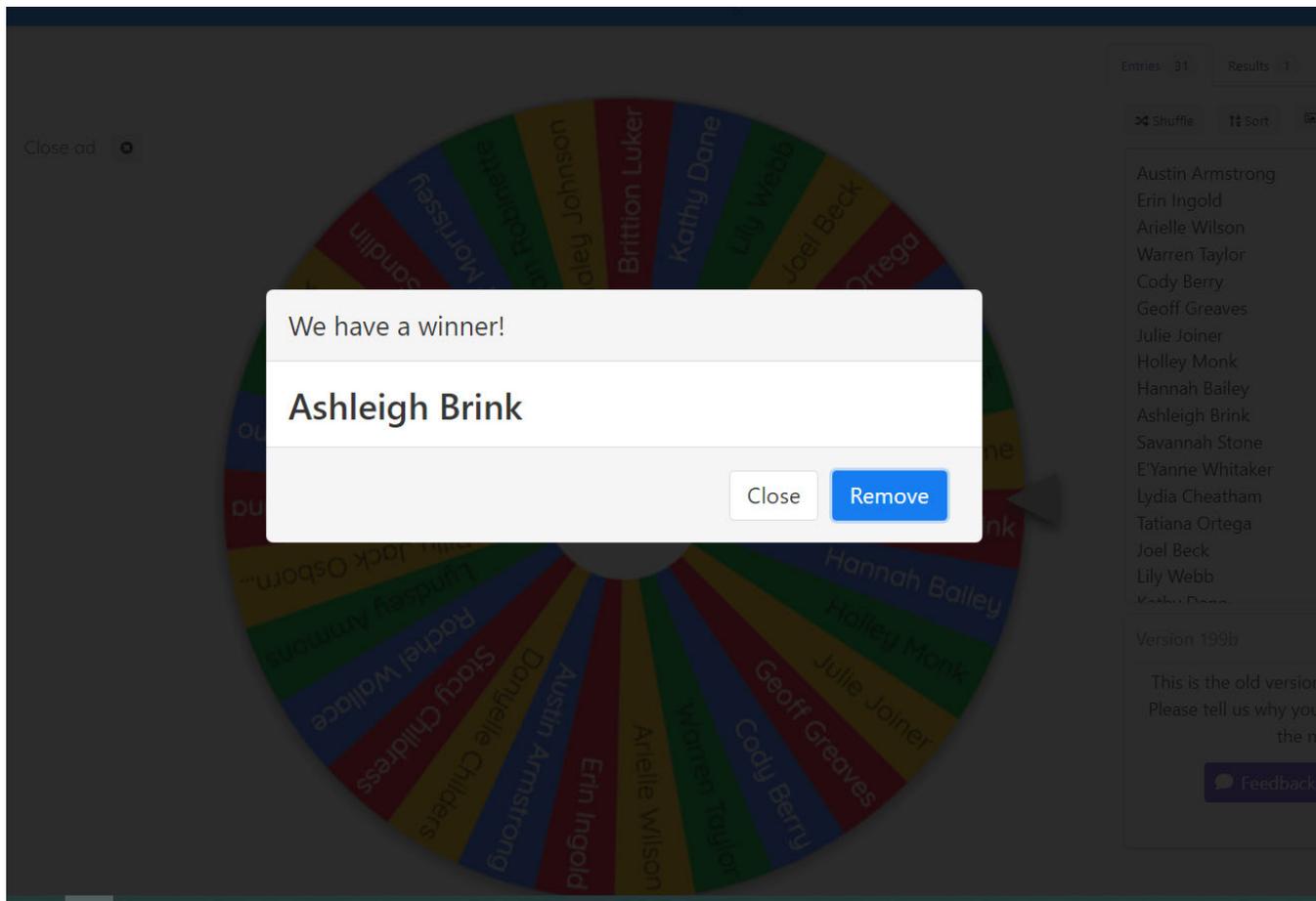
Heather Phipps

Fri 4/28/2023 10:36 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Ashleigh Brink!** I will put it in the bag to come over to Bryant in the morning

If you wish to decline, let me know and I will select a new winner.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: FOIA Job Titles with descriptions

Heather Phipps

Fri 4/28/2023 2:39 PM

To: Patty Hector <pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

1 attachments (3 MB)

Job Descriptions and Titles.zip;

Here is the correct version



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps

Sent: Friday, April 28, 2023 9:31 AM

To: Patty Hector <pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Subject: FOIA Job Titles with descriptions

Ok this is what I have for that portion.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Second Interview Marketing Coordinator - SCL

Heather Phipps

Fri 4/28/2023 2:51 PM

[REDACTED]

Hey [REDACTED]

It was great meeting you today! We would love to do a second interview with you next week. Are you available on [REDACTED] [REDACTED] [REDACTED] As you can send your portfolio to this email.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Employee of the Month Winners for May!

Heather Phipps

Fri 4/28/2023 3:19 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Afternoon!

I am running late on posting this but not too late!! We had a lot of great nominations this month.

The winners can use the parking spot on Monday and have their photo taken for the wall of fame

Here are your winners!

Bryant

Holley Monk

Holley is always so helpful and professional with staff and patrons. She is super friendly and always knows exactly what to say if a patron has questions. There are so many times when I go to check the drop boxes and she stops me and says, "Oh don't worry, I already did it!" Also, she's excellent with easing tension if there is a patron that is being difficult or aggressive.

She's super responsible and keeps up with all her tasks. There was a time when the DVD's that needed to be cleaned were in a huge pile in the back, and within a day, she had managed to get them all cleaned. There was another time, when a patron was getting really aggressive with me, and Holley swooped in, and managed to not only calm the patron down, but also was able to clear up exactly what the patron was wanting. There are so many other times that she has been super helpful and awesome, but I dont have enough room on this paper to write all of them!

Benton

Chelsea Simon (3 Nominations!)

Chelsea is so deserving of this award because she has absolutely dove right on into the teen librarian job. She is constantly blowing everyone away with her customer service abilities and kind attitude to her teens and other patrons. She's volunteered to work Saturday events since she was a

part-timer, goes above and beyond to connect with the teens, and grows our teen programs every week. Chelsea displays an air of confidence, competence, and charm wherever she goes. She is thriving as the teen librarian. She has such a passion for her job, for helping those in need, and has such an amazing intuition about how to handle tough situations.

Chelsea jumps in to help whenever necessary. She has had more consistently attended teen programs in the past few months than YS has been able to get back in the building since COVID. She learns patrons' names and favorite books. She offers programs, completely out her comfort zone, for teens to get new faces in the building, and has begun the super hard process of being a game master for not one, not two, but THREE Dungeons & Dragons groups at the library. She doesn't hesitate to ask questions, and she has been visiting high school book clubs to build more relationships between teens and the library. In February with her "blind date with a book display," she's had more books checked out from that display area than we've had in a long time. She not only cares about her job, but the kids genuinely care about her. The kids have gone out of their way to tell their adults about how good a job Mrs. Chelsea is doing. We've also already heard small children and teens raving about their favorite librarian, Mrs. Chelsea, and that's impressive to be liked by the whole spectrum of children that we see downstairs.

Chelsea has hit the ground running as the new teen programmer. She has added so many programs that the teens love, and is constantly working to improve the teen space, the teen collection, and the interactions with teens that come in. Chelsea is willing to help with any project that needs done and encourages her coworkers every day.

Chelsea has added programs that the teens love, and they love her! She has built up such a great rapport with the teens that numbers in her programs have steadily increased. Teens are a hard group to program for and with, and it's hard to get them in the building, but Chelsea has been doing an amazing job at all of that. The teen area has become a cozy place to hang out and study. The activity in the building and on the discord has increased. She handles all of the stress of programming with a sense of humor and a great work ethic. The library is truly lucky to have her!

Chelsea has taken her new position and made a hugely positive impact right off the bat. She has such clear dedication to doing the best she can and has proven to be a committed member of the team. It has made me proud to see her excel so quickly.

Her new teen programs have seen an increase in attendance along with new patrons coming in. She has fresh ideas and takes much care to plan and execute. Teens are an especially hard audience to reach and the fact that she has created a safe and welcoming space for them is a great accomplishment. She also volunteers to help with projects and outreach whether or not they fall under her age group. She is always a delight to speak with and is very encouraging of others. A true bright spot in the library!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



BambooHR

Wed 4/19/2023 5:48 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

New comment on [REDACTED]

Hi Heather,

Kari Lapp just posted a comment on [REDACTED] (Marketing Coordinator).

 **Kari Lapp**
[REDACTED]

[View Comment](#)



This email was sent from outside the organization.

Fwd: ARPA Funds

Julie Syler

Thu 4/20/2023 11:32 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Arielle Wilson <ariellew@salinecountylibrary.org>

Hi!

Here's one more question for you!

Julie Syler
Systems Administrator
Saline County Library

From: [Redacted]

Sent: Thursday, April 20, 2023 11:31:49 AM

To: Julie Syler <julies@salinecountylibrary.org>; [Redacted]

[Redacted]

Subject: ARPA Funds

Other State Government Revenue (any funds other than State Aid received from offices or agencies of the State of Arkansas during fiscal year 2022, click on the question mark for the full definition and instructions for this question).

Do you mind sending me the amount that your library received from ARPA last year?



[Redacted]

This email was sent from outside the organization.

New candidate for Teen - Volunteer!

BambooHR

Tue 4/18/2023 11:08 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Teen - Volunteer.

Hi Heather,

Great news! [REDACTED] just applied for the **Teen - Volunteer** job in Bryant, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 12:05 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]
[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 1:23 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.



[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

Re: 15,000 Wellable Points Prize

Francesca Castro

Wed 4/19/2023 2:30 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

If Kari is fine with me, leaving an hour early tomorrow. I would like to use this time then.

Thanks!

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Monday, April 17, 2023 8:31 AM

To: Francesca Castro <francescac@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Subject: 15,000 Wellable Points Prize

Hi Fran,

You have reached 15,000 Wellable Points so you have earned the leave an hour early prize! You will be able an hour early, as long as you let your supervisor know in advance

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Blue & You Fitness Challenge – Week 7 Update

Blue & You Fitness Challenge [REDACTED]

Wed 4/19/2023 2:44 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>



Hi Heather,

Way to complete week seven of the **2023 Blue & You Fitness Challenge!** You, your teammates, and all challenge competitors traveled 481,639 miles and completed 145,236 Daily Challenges in just seven weeks! Check out your personal stats, team leaderboard, and this week's health tip below.

Remember the April milestones to win cash prizes:

1. The top 20 teams who have the highest average points earned in April will be entered to win \$2,000. The winner will be announced on May 3.
2. Teams who have members participate in at least 20 On-Demand Classes through Wellable between March 1 - April 30 will be entered to win \$2,000. The winner will be announced on May 3.
3. Teams who have 50% of their members log 2,000 Wellable Points in March, April and May will be entered to win \$2,000. The winner will be announced on June 6.

AND

1. Individuals who share personal testimonies by April 15 via the Wellable Chat about what the Challenge has done for them will be entered to win \$500. Winners will be announced on May 3. **Logging instructions can be found in the Chat feature section on the [Bulletin Board](#).
2. Individuals who access the On-Demand Classes through Wellable during the first two months of the Challenge will be entered to win \$500. Winners will be announced on May 3.
3. Individuals who log activity for 20 days in April will be entered to win \$500. Winners will be announced on May 3.



13,403

Wellable Points



123

Miles Traveled

Check out the leaderboard below to view the top 10 team rankings through yesterday. This leaderboard reflects all teams, regardless of category.

LEADERBOARD

1	Spin Doctors	60,041.3
2	LAPS	51,087.5
3	Spark	50,172.5
4	Healthy Divas	48,848.0
5	The Law Group	44,934.3
6	Democrat Printing	40,232.6
7	Bobcats2023	34,425.0
8	Cougars	31,635.3
9	New Hope Therapy	29,646.6
10	K&K Veterinary Supply	29,152.6

To see how your team is stacking up against teams in your category (Government or Municipality), follow the easy steps below.

1. [Sign in](#) to your Wellable Account.
2. Go to the **Leaderboard** page.
3. Select *Team – Your Organization*.



JOIN US ON NATIONAL WALK @ LUNCH DAY

Instead of a “working lunch” take a “walking lunch” on **Wednesday, April 26** in honor of National Walk @ Lunch Day, and earn 500 Wellable Points for participating! National Walk @ Lunch Day is celebrated each year on the last Wednesday in April. It gives employees, students, and individuals a chance to get outside in the fresh air to rejuvenate and get healthier. Check out the [Bulletin Board](#) for more details.

SIGN IN HERE

Forgot your password? Reset it [here](#).

Stay **Wellable!** Strong starts here!



We are happy to help!
[Email us](#) with any and all questions.



This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 3:10 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bamboohr™

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New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 3:31 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

Re: 15,000 Wellable Points Prize

Kari Lapp

Wed 4/19/2023 3:48 PM

To: Francesca Castro <francescac@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>

That's fine



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)

Email: KariL@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Francesca Castro <francescac@salinecountylibrary.org>

Sent: Wednesday, April 19, 2023 2:30:54 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Subject: Re: 15,000 Wellable Points Prize

If Kari is fine with me, leaving an hour early tomorrow. I would like to use this time then.

Thanks!

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Monday, April 17, 2023 8:31 AM

To: Francesca Castro <francescac@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Subject: 15,000 Wellable Points Prize

Hi Fran,

You have reached 15,000 Wellable Points so you have earned the leave an hour early prize! You will be able an hour early, as long as you let your supervisor know in advance

Keep up the good work!

Thanks,

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 9:10 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 10:14 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Wed 4/19/2023 10:21 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/20/2023 6:05 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! **[REDACTED]** just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]
[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/20/2023 12:10 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.



[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/20/2023 12:29 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/20/2023 12:53 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

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This email was sent from outside the organization.

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BambooHR

Thu 4/20/2023 6:10 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

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Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Sun 4/23/2023 5:35 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Sun 4/23/2023 8:47 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

Remove Driver

Arielle Wilson

Tue 4/25/2023 3:52 PM

To [REDACTED]
Cc: Heather Phipps <heatherp@salinecountylibrary.org>

[REDACTED],

Can you please remove Francesca Castro from our Driver's Insurance plan effective May 18 please?

Very Respectfully,



Arielle Wilson
Financial Coordinator

Phone: (501) 778-4766 ext. 1081

Email: ariellew@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



New candidate for Marketing Coordinator!

BambooHR

Wed 4/26/2023 9:18 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.



[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

Re: Next Week Second Interview

Kari Lapp

Wed 4/26/2023 9:23 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

So far I can only see Fran, Susie, and Alan's schedules. And Wednesday at 1PM and Thursday at 12:30PM works for them.

Press Release, flyer and social media topic:

Title	Pet Adoption Event
Sub title	Open your heart, and your home, to an adorable pet
Date	Saturday, April 29 2023
Time	10:00AM - 2:00PM
Private event	no
Location	Bob Herzfeld Memorial Library
Registration	no
Short description	Benton Animal Control, First Security Bank, and Pet mart are partnering with us to bring out some cute pup (and maybe kittie !) who need a fur ever home!
Description	It is the mission of Benton Animal Control to Facilitate responsible pet ownership by encouraging adoption and providing education. This year, they have not only agreed to waive all adoption fees (usually \$80) but also have all pets microchipped! All pets are spayed/neutered and are up to date on their shots. All they need is... YOU! First Security will be proving hot dogs and chips, and PetSmart will have experts on hand with training tips and goodie bags for your new family member. Come out and find a new Best Friend!
Types	Community Events
Ages	All Ages



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)
 Email: KariL@SalineCountyLibrary.org
 Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Wednesday, April 26, 2023 12:51 PM
To: Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>
Subject: Next Week Second Interview

Ok here is what I need:

- A topic for the press release, flyer, and social media post

- a good day and time that will work for you and your department

think the 2nd interview should go like: First 30 mins go over the asked info with Kari, Leigh, Heather. Next 30 mins CED meet and greet.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

New candidate for Marketing Coordinator!

BambooHR

Thu 4/27/2023 4:36 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/27/2023 5:31 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! **[REDACTED]** just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.



[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Thu 4/27/2023 6:06 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! **[REDACTED]** just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.



[View Candidate](#)

bambooHR™

This email was sent from outside the organization.

Last day

Francesca Castro

Fri 4/28/2023 12:16 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Good Afternoon Heather,

I plan to have my Foia finished by the end of the work day on Tuesday next week. Can we reschedule my last day/exit interview I.

Thanks!

Francesca Castro

Marketing Coordinator

Phone: [\(501\) 778-4766 xt 1338](tel:(501)778-4766)

Email: FrancescaC@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)





Kari Lapp

Fri 4/28/2023 2:04 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Tuesday between 1 and 3 works best for us.



Kari Lapp

Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)

Email: KariL@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



About Me

Re: Second Interview Marketing Coordinator - SCL

[Redacted]

Fri 4/28/2023 3:40 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

📎 15 attachments (12 MB)

[Redacted]

[Redacted] works great for me! See you then!

Thank you for sitting down with me today, it was lovely to meet you all.

[Redacted]

[Redacted]

[Redacted]

If you need anything further, please let me know! And I made it in before 4pm! :D

[Redacted]

[Redacted]

On Friday, April 28, 2023 at 02:51:52 PM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hey [REDACTED],

It was great meeting you today! We would love to do a second interview with you next week. Are you available on [REDACTED] [REDACTED] As you can send your portfolio to this email.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766](tel:(501)778-4766) xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

This email was sent from outside the organization.

New candidate for Marketing Coordinator!

BambooHR

Fri 4/28/2023 4:11 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for Marketing Coordinator.

Hi Heather,

Great news! [REDACTED] just applied for the **Marketing Coordinator** job in Benton, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

Friday, April 21

Arielle Wilson 4/21 11:33 AM



Is it ok if i come in tomorrow morning to work on strictly scanning? I don't like it piling up.

Tuesday, April 25

Arielle Wilson 4/25 3:51 PM



Is Fran's last day May 18?

4/25 3:51 PM

Yes

Francesca Castro 4/24 9:33 AM



Hey, is patty here today?

4/24 9:33 AM

yes maam



Monday, April 24

Rebecca Kidder 4/24 10:13 AM



Could we had PIC to Savannah's BambooHR? Rachel and Anna are off today. Becca, Julie, and I have a meeting in Benton at 1:00 pm today.

Add* not had 🙄

4/24 10:14 AM

Done!

Rebecca Kidder 4/24 10:14 AM



Thank you!

Re: Nametag order

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/1/2023 8:05 AM

To: Bella Holloway <bellah@salinecountylibrary.org>

Yes Ma'am!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Bella Cusimano <bellac@salinecountylibrary.org>

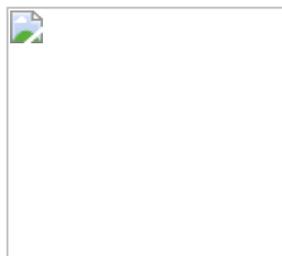
Sent: Saturday, April 29, 2023 10:36 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Nametag order

Hi!

Next time you do a nametag order, can I get a new one?



Bella Cusimano
Outreach Coordinator

Phone: [\(501\) 778-4766 xt 1304](tel:(501)778-4766)

Email: BellaC@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Re: April Benefit deductions

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/1/2023 11:27 AM

To:Audrey Villegas <audrey.villegas@salinecounty.org>

No worries! Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Audrey Villegas <audrey.villegas@salinecounty.org>

Sent: Monday, May 1, 2023 11:26 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: April Benefit deductions

Yes sorry, I finished that up Thursday and was out Friday and forgot to email you!

On Mon, May 1, 2023 at 11:23 AM Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hey Audrey,

Am I ok to print this check to clear before I run payroll this week?

Thanks,

Re: FOIA Request for Workers Comp Claims

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/1/2023 1:05 PM

To: Kim Mitchell <kmitchell@aacrms.com>

Thanks Kim!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Kim Mitchell <kmitchell@aacrms.com>

Sent: Monday, May 1, 2023 12:52 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: RE: FOIA Request for Workers Comp Claims

Hello Heather:

I'm afraid I won't be able to help you with this, especially the buildings and liability.

Debbie Norman is on vacation until tomorrow, and I will forward this to her. Debbie should have access to the information you need in order to answer the request.

She will have a lot of emails and things to catch up on when she returns, so she may not be able to get back to you early tomorrow, but she will reach out to you about this.

Thank you ma'am.



Kim Mitchell
Premium Analyst
AAC Risk Management Services
Direct Line: 501-301-0421

From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Monday, May 1, 2023 12:23 PM
To: Kim Mitchell <kmitchell@aacrms.com>
Subject: FOIA Request for Workers Comp Claims

Hi Kim,

We received a FOIA request that states the following:

All documentation relating to insurance claims for the period 1/1/2018 – 4/25/2023. This is expected to include **worker's comp**, building, fire, liability, or any other insurance policies held by the library.

Is this something you could help me with?

Thanks,

Sick Leave

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/1/2023 1:20 PM

To: Francesca Castro <francescac@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Hey Fran,

I cancelled the sick leave you requested last week. It put you over 80 hours.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

"Books & Barbells" Blue and You Fitness Challenge! Week 9 Update

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/1/2023 1:32 PM

To: Taylor Morrissey <TaylorM@salinecountylibrary.org>; Lydia Cheatham <LydiaC@salinecountylibrary.org>; Anna Wagon <annaw@salinecountylibrary.org>; Francesca Castro <francescac@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Dana Bloch <danab@salinecountylibrary.org>; E'Yanne Whitaker <E'yanneW@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Jordan Sandlin <jordans@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Stacy Childress <stacyc@salinecountylibrary.org>

Good Afternoon,

The Wellable app has been wonky today, but I was able to log in and get the stats early this morning! We are in the last month of the challenge, and everyone is doing great!

If you want to sign up for the last holistic webinar, you can register now. The topic is "Stress Management"

Here are the dates and times for training:

5/9 - 9:15 AM

5/10 - 11:15 AM

5/11 - 1:15 PM

Here are the top 5 earners so far this week!

1. Stacy Childress - 32,046 Points
2. Taylor Morrissey - 30,661 Points
3. Francesca Castro - 22,307 Points
4. Amanda Garrison - 21,846 Points
5. Wendy Christy - 21,836 Points

Don't forget, you need 20,000 points to complete the challenge!

A reminder of our in-house prizes:

5,000 Wellable Points - Pick a Prize from the High 5 Box or a snack from the break room 🏆

8,000 Wellable Points - Take a long lunch 😊

11,000 Wellable Points - Sleep in an extra hour 🤪

15,000 Wellable Points - Leave an hour early 🏃

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



15,000 Wellable Points Prize

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 8:30 AM

To:Wendy Christy <wendyc@salinecountylibrary.org>

Cc:Leigh Espey <leighe@salinecountylibrary.org>

Hi Wendy,

You have reached 15,000 Wellable Points so you have earned the leave an hour early prize! You will be able an hour early, as long as you let your supervisor know in advance 😊

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

11,000 Wellable Points Prize

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 8:31 AM

To: Lydia Cheatham <LydiaC@salinecountylibrary.org>

Cc: Amanda Garrison <AmandaG@salinecountylibrary.org>

Hi Lydia,

You have reached 11,000 Wellable Points so you have earned an extra hour of sleep! You will be able to come in late an hour, as long as you let your supervisor know in advance 😊

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

11,000 Wellable Points Prize

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 8:32 AM

To: Jordan Sandlin <jordans@salinecountylibrary.org>

Cc: Wendy Christy <wendyc@salinecountylibrary.org>

Hi Jordan,

You have reached 11,000 Wellable Points so you have earned an extra hour of sleep! You will be able to come in late an hour, as long as you let your supervisor know in advance 😊

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Daily Give Away!

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 10:51 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Taylor Morrissey!** Please come to my office to pick up your bag 😊

If you wish to decline, let me know and I will select a new winner

Credit Card Receipt

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 11:55 AM

To: Rob Walton <Robw@salinecountylibrary.org>

Hey Rob,

I'm helping Arielle with the bills, and I cannot find this one receipt from NEWEGG Inc on 3/17 for the amount of \$372.96 on your card.

Can you help me out please?

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: FOIA Request for Workers Comp Claims

Heather Phipps

Tue 5/2/2023 12:54 PM

To:Debbie Norman <dnorman@aacrms.com>;Kim Mitchell <kmitchell@aacrms.com>

Thank you so much Debbie



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Debbie Norman <dnorman@aacrms.com>

Sent: Tuesday, May 2, 2023 12:52 PM

To: Kim Mitchell <kmitchell@aacrms.com>; Heather Phipps <heatherp@salinecountylibrary.org>

Subject: RE: FOIA Request for Workers Comp Claims

Heather: Kim forwarded your request on to me to respond. I just returned from vacation today so just getting to this email.

As you know, we just split out Saline County Library from Saline County to be an individual member in the Association of Arkansas Counties Workers' Compensation Trust in May of 2022. Because of this, I am only able to run a report that would pick up claims reported after May 25, 2022. A copy of that report is attached showing no work comp claims reported.

I don't believe AAC provides building, fire or liability coverage for the library but let me know if you feel that is incorrect.

Do not hesitate to contact me if you have any questions or need anything else.

Debbie

Debbie Norman
Risk Management and Insurance Director

AAC Risk Management Services
1415 W Third Street
Little Rock, AR 72201
501-375-8247
dnorman@aacrms.com



From: Kim Mitchell <kmitchell@aacrms.com>
Sent: Monday, May 1, 2023 12:54 PM
To: Debbie Norman <dnorman@aacrms.com>
Subject: FW: FOIA Request for Workers Comp Claims



Kim Mitchell
Premium Analyst
AAC Risk Management Services
Direct Line: 501-301-0421

From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Monday, May 1, 2023 12:23 PM
To: Kim Mitchell <kmitchell@aacrms.com>
Subject: FOIA Request for Workers Comp Claims

Hi Kim,

We received a FOIA request that states the following:

All documentation relating to insurance claims for the period 1/1/2018 – 4/25/2023. This is expected to include **worker's comp**, building, fire, liability, or any other insurance policies held by the library.

Is this something you could help me with?

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

This email was sent from outside the organization.

Francesca Termination

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/2/2023 2:25 PM

To: Saline County Library Help Desk <help@salinecountylibrary.on.spiceworks.com>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Good Afternoon,

Francesca has left for the day. She said all her stuff including her key card is at her desk. Can you please forward emails to Kari.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Daily Give Away!

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/3/2023 7:40 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Today's gift bag winner is **Erin Ingold!** Please come to my office to pick up your bag 😊

If you wish to decline, let me know and I will select a new winner

Re: Brent New Hire Welcome

Heather Phipps

Thu 5/4/2023 3:36 PM

To: Patty Hector <pattyh@salinecountylibrary.org>

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Patty Hector <pattyh@salinecountylibrary.org>

Sent: Thursday, May 4, 2023 3:36 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Brent New Hire Welcome

I am sending it to her.

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Thursday, May 4, 2023 3:35 PM

To: Patty Hector <pattyh@salinecountylibrary.org>

Subject: Fw: Brent New Hire Welcome

Hey Patty,

Do you think that you could print the Welcome Brent sign for me? Leigh said she doesn't have access to the drive.

It's in my new hire folder.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
 Email: heatherp@SalineCountyLibrary.org
 Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Leigh Espey <leighe@salinecountylibrary.org>
Sent: Thursday, May 4, 2023 3:19 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Brent New Hire Welcome

I have [REDACTED], but it's only showing [REDACTED] ..



Leigh Espey
Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)
 Email: LeighE@SalineCountyLibrary.org
 Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)



From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Thursday, May 4, 2023 3:17 PM
To: Leigh Espey <leighe@salinecountylibrary.org>
Subject: Re: Brent New Hire Welcome

[REDACTED] its called fancy name I think. Patty has it



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Leigh Espey <leighe@salinecountylibrary.org>
Sent: Thursday, May 4, 2023 3:16 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Brent New Hire Welcome

I will try... Let me see if Rob is available because I don't seem to have access to the HR file on the network. Which server is that???



Leigh Espey
Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)
Email: LeighE@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Thursday, May 4, 2023 3:14 PM
To: Leigh Espey <leighe@salinecountylibrary.org>
Subject: Brent New Hire Welcome

Hey Leigh!

Can you do me a favor???

If I can get Brent started Monday can you print me a welcome to the team sign??

Its in my HR folder under new hires.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: Tentative Offer Letter

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 3:42 PM

To: [REDACTED]

Yay!! We can't wait to have you join our team!

OK I am now going to send you the offer letter through BambooHR. Once you accept, I will send you a new hire packet, also through Bamboo. Please fill out before Monday. I will be off work tomorrow but still checking my email, so if you have any questions, please let me know.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: notifications@app.bamboohr.com <notifications@app.bamboohr.com> on behalf of Brent Armstrong <notifications@app.bamboohr.com>
Sent: Thursday, May 4, 2023 3:39 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: Re: Tentative Offer Letter

##- Yes! You can reply directly to this email and Brent will get it. Just make sure it's above this line so we can read it right. -##

Heather,

I graciously accept!
[REDACTED]

I am available to start on Monday, May 8.
I look forward to working with you all!!!

-Brent

[Sent from Yahoo Mail on Android](#)

| Tentative Offer Letter

[View this conversation in BambooHR](#)

This email was sent from outside the organization.

Marketing Coordinator Position Filled!

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 3:50 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Afternoon,

I am happy to announce that Brent Armstrong has accepted our offer for the Marketing Coordinator position and will be starting Monday May 8th! Brent is a native to Saline County and graduated from [REDACTED].

[REDACTED] He is very excited to be a part of SCL and he will be a great addition to the CED team.

Please make Brent feel welcome!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Tentative Offer Letter

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 4:01 PM

To: [REDACTED]

Whoop getting ready to send the new hire packet over!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: notifications@app.bamboohr.com <notifications@app.bamboohr.com> on behalf of Brent Armstrong <notifications@app.bamboohr.com>

Sent: Thursday, May 4, 2023 4:00 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Tentative Offer Letter

##- Yes! You can reply directly to this email and Brent will get it. Just make sure it's above this line so we can read it right. -##

All accepted!

[REDACTED]

Re: Tentative Offer Letter

[REDACTED]

Re: Brent First Week

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 4:12 PM

To: Kari Lapp karil@salinecountylibrary.org

Well more like 3:00 - 4:00 at Bryant on Monday

Then spend the rest of his day at his desk



Heather Phipps, PHR
Human Resources Manager

Phone [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps

Sent: Thursday, May 4, 2023 4:09 PM

To: Kari Lapp <karil@salinecountylibrary.org>

Subject: Brent First Week

How does this look?

Monday

9:00 - 10:30 AM HR Orientation/Tour

10:30 AM - 11 AM Computer set up with IT

11:00 AM - 11:30 AM Meet With Leigh

11:30 AM - 12:30 Lunch

12:30 - 1:30 Public Services

1:30 - 2:30 Youth Services

3:00 - 5:30 Bryant

Tuesday Regular work hours

10:00 - 10:30 Julie Syler

Wednesday Regular work hours

9:00 - 10:00 Collections



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Brent Shadow Schedule

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 6:46 PM

To:managers@salinecountylibrary.org <managers@salinecountylibrary.org>

Good Evening,

Can you please let me know if this doesn't work for you

Monday

9:00 - 10:30 AM HR Orientation/Tour

10:30 AM - 11AM Computer set up with IT

11:00 AM - 11:30 AM Meet With Leigh

11:30 AM - 12:30 Lunch

12:30 - 1:30 Public Services

1:30 - 2:30 Youth Services

3:00 - 4:00 Bryant

Tuesday Regular work hours

10:00 - 10:30 Julie Syler

Wednesday Regular work hours

9:00 - 10:00 Collections

Thank you for interviewing with Saline County Library

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 7:01 PM

To [REDACTED]
Hi [REDACTED],

I wanted to reach out and thank you for taking the time to come to the library and interview with us. While we did enjoy our discussions and were very impressed with your work, we did decide to move forward with another candidate.

Thank you again for your time and we wish you the best of luck with your job search.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Thank you for interviewing with Saline County Library

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 5/4/2023 7:01 PM

To [REDACTED]

Hi [REDACTED]

I wanted to reach out and thank you for taking the time to come to the library and interview with us. While we did enjoy our discussions and were very impressed with your work, we did decide to move forward with another candidate.

Thank you again for your time and we wish you the best of luck with your job search.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Building Ops - Shadow

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/8/2023 8:06 AM

To: Rob Walton <Robw@salinecountylibrary.org>; Geoff Greaves <geoffg@salinecountylibrary.org>; Billy Osborne, Jr. <billyjack@salinecountylibrary.org>; Brittion Luker <BrittionL@salinecountylibrary.org>; Tatiana Ortega <TatianaO@salinecountylibrary.org>

Good Morning,

During this time can you please get with Brent in the CED office to help with the computer/Phone set-up?

Thanks,

Heather Phipps

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Public Services Shadow

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/8/2023 8:07 AM

To: **Benton Public Services** <BentonPublicServices2@salinecountylibrary.org>

Good Morning,

During this time Brent Armstrong will be shadowing your department. Please make sure you go over the checklist with him.

Thank you,

Heather Phipps

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Youth Services Shadow

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/8/2023 8:08 AM

To: SCL Youth Services <scl youthservices@salinecountylibrary.org>

Good Morning,

During this time Brent Armstrong will be shadowing your department. Please make sure you go over the checklist with him.

Thank you,

Heather Phipps

Microsoft Teams meeting



Bryant Shadow

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 5/8/2023 8:09 AM

To: Anna Wagon <annaw@salinecountylibrary.org>; Ashleigh Brink <ashleighb@salinecountylibrary.org>; Austin Armstrong <austina@salinecountylibrary.org>; Hannah Bailey <hannahb@salinecountylibrary.org>; Holley Monk <holleym@salinecountylibrary.org>; Julieana Joiner <julieanaj@salinecountylibrary.org>; Rachel Wallace <rachelw@salinecountylibrary.org>; Rebecca Griffin <rebeccag@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Savannah Stone <savannahs@salinecountylibrary.org>

Good Morning,

During this time Brent Armstrong will be shadowing your department. Please make sure you go over the checklist with him.

Thank you,

Heather Phipps

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Redacted]

[Redacted]

[Redacted]

Name Badges and Business Cards

Heather Phipps

Mon 5/8/2023 8:17 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Hello,

I am placing an order for name badges and business cards does anyone need any?



Heather Phipps, PHR

Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Sick Leave

Heather Phipps

Mon 5/8/2023 10:53 AM

To:Arielle Wilson ariellew@salinecountylibrary.org

Hi Arielle,

You are now able to use your sick leave. You currently have 16 hours in your bank and will earn 8 hours on the first of each month.

Let me know if you have any follow up questions

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Resume Writing at Job Fair

Heather Phipps

Mon 5/8/2023 1:56 PM

To: Kari Lapp <karil@salinecountylibrary.org>; managers@salinecountylibrary.org <managers@salinecountylibrary.org>; Community Engagement <CommunityEngagement@salinecountylibrary.org>

I can help 😊



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766xt1093)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Kari Lapp <karil@salinecountylibrary.org>

Sent: Monday, May 8, 2023 1:54 PM

To: managers@salinecountylibrary.org <managers@salinecountylibrary.org>; Community Engagement <CommunityEngagement@salinecountylibrary.org>

Subject: Fw: Resume Writing at Job Fair

Please check with your staff to see if anyone would be interested in attending the Job Fair on THIS THURSDAY with Leigh. We are going to have our laptops set up for people to actually try out brainfuse and other resources to work on their resumes. Its definitely something that more than one person should be there for.



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766xt1350)

Email: KariL@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)



Daily Give Away!

Heather Phipps

Mon 5/8/2023 2:24 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

SO Sorry I am 3 days behind on my daily give away! After this we have one gift bag left 😊

Here are the winners for Thursday, Friday and Today

Jordan Sandlin
Rachel Wallace
Savannah Stone

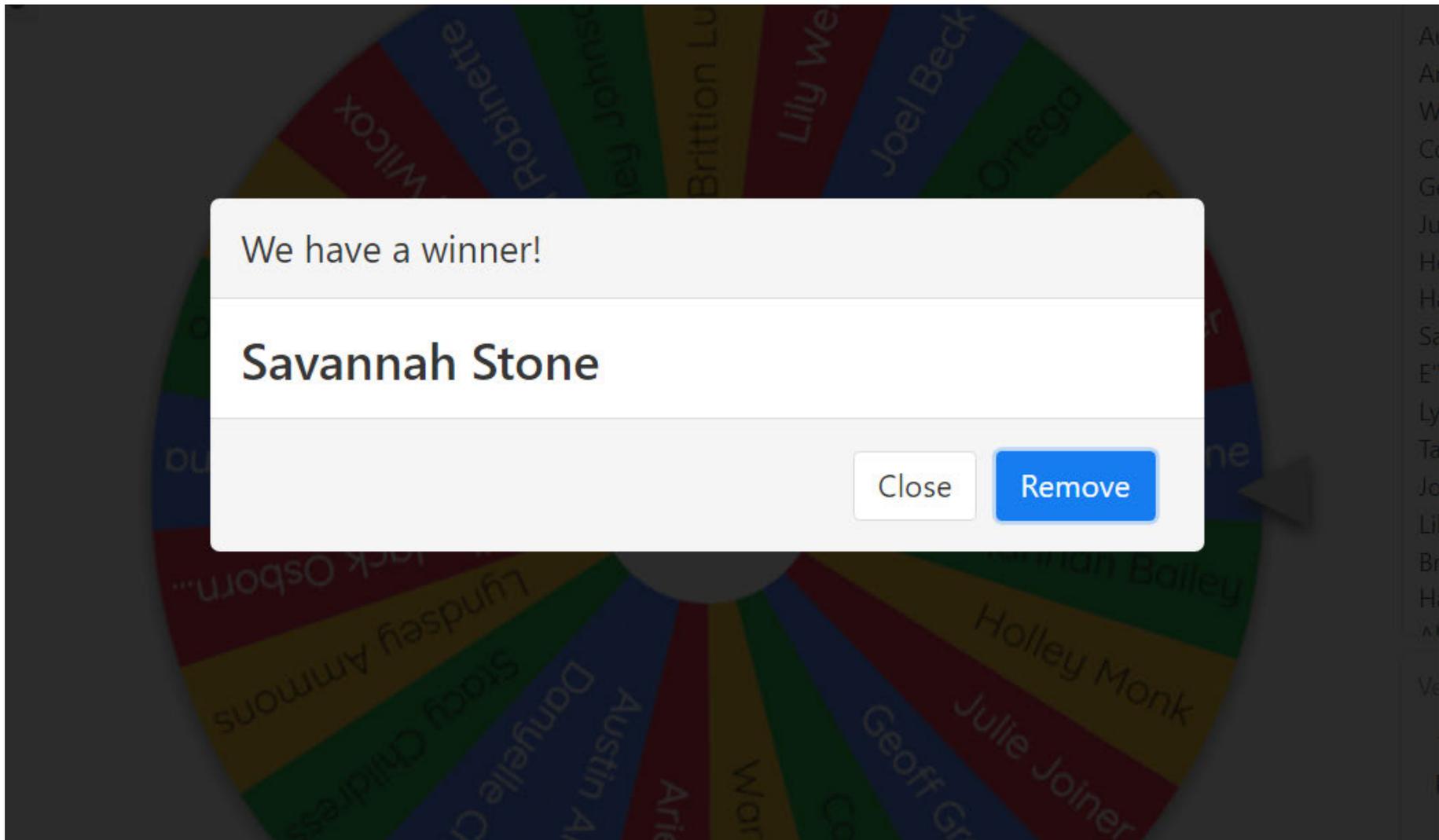
I will send the Bryant Winners over in the bag. Jordan, I will put yours in your mailbox. Thanks!

We have a winner!

Jordan Sandlin

Close

Remove



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinecountylibrary.org/locations/1800-smithers-dr-benton-ar-72015)

"Books & Barbells" Blue and You Fitness Challenge! Week 10 Update

Heather Phipps

Mon 5/8/2023 3:24 PM

To: Taylor Morrissey <TaylorM@salinecountylibrary.org>; Lydia Cheatham <LydiaC@salinecountylibrary.org>; Anna Wagnon <annaw@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Dana Bloch <danab@salinecountylibrary.org>; E'Yanne Whitaker <E'yanneW@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Jordan Sandlin <jordans@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Stacy Childress <stacyc@salinecountylibrary.org>

Good Afternoon,

I hope everyone is doing well! 3 ½ weeks left of the challenge!

Don't forget, if you want to sign up for the last holistic webinar, you can register now. The topic is "Stress Management"

Here are the dates and times for training:

5/9 - 9:15 AM

5/10 - 11:15 AM

5/11 - 1:15 PM

Here are the top 5 earners so far this week!

1. Stacy Childress - 35,838 Points
2. Taylor Morrissey - 33,976 Points
3. Amanda Garrison - 23,400 Points
4. Leigh Espey - 22,747 Points
5. Wendy Christy - 21,836 Points

Don't forget, you need 20,000 points to complete the challenge!

A reminder of our in-house prizes:

5,000 Wellable Points - Pick a Prize from the High 5 Box or a snack from the break room 🏆

8,000 Wellable Points - Take a long lunch 😊

11,000 Wellable Points - Sleep in an extra hour 🤔

15,000 Wellable Points - Leave an hour early 🏃

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



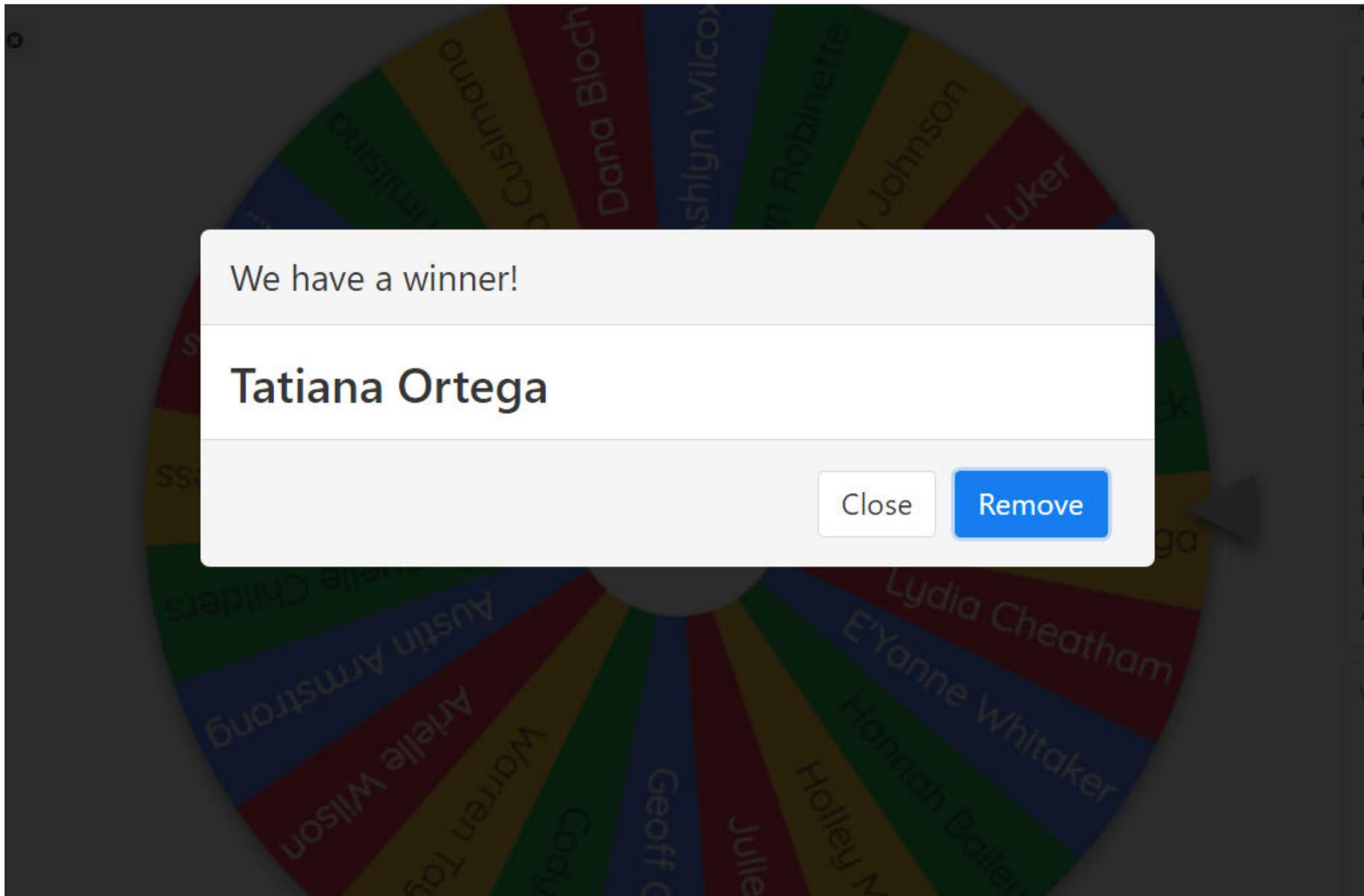
Last Give Away!

Heather Phipps

Tue 5/9/2023 8:01 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Our final winner of the gift bags we received from Century 21 is **Tatiana Ortega!** Congrats to all our winners!



We have a winner!

Tatiana Ortega

Close

Remove

Re: Collection Development Policy Corrections

Heather Phipps

Tue 5/9/2023 2:04 PM

To: Julie Syler <julies@salinecountylibrary.org>

Cc: Patty Hector <pattyh@salinecountylibrary.org>

Perfect! Thanks Julie



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Julie Syler <julies@salinecountylibrary.org>

Sent: Tuesday, May 9, 2023 1:58 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Cc: Patty Hector <pattyh@salinecountylibrary.org>

Subject: Re: Collection Development Policy Corrections

I see what you mean now by the table of contents!

In a way, the Intellectual Freedom Policy is a part of Collection Development, but it also stands on its own. Could we add it, and then bump down the rest, so we would have:

6-22 Intellectual Freedom Policy

6-23 Collection Development Policy

6-24 Public Access and Internet Acceptable Use Policy

6-25 Meeting Room Policy

6-26 Library Bill of Rights

6-27 The Freedom To Read Statement

6-28 A Few Closing Words

Julie Syler
Systems Administrator
Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Tuesday, May 9, 2023 1:28 PM
To: Julie Syler <julies@salinecountylibrary.org>
Cc: Patty Hector <pattyh@salinecountylibrary.org>
Subject: Re: Collection Development Policy Corrections

Ok so you think that we need to keep it in there and add the intellectual freedom policy right before the collection development policy, correct?

I think the Table of contents is what's throwing me off. The appendix numbers are not included on that correction that you sent.

Can you look at the table of contents in the employee handbook and let me know if I need to add an additional appendix number for the Intellectual Freedom Policy.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinecountylibrary.org/1800-Smithers-Dr-Benton-AR-72015)

From: Julie Syler <julies@salinecountylibrary.org>
Sent: Tuesday, May 9, 2023 1:21 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>

Cc: Patty Hector <pattyh@salinecountylibrary.org>
Subject: Re: Collection Development Policy Corrections

The Library Bill of Rights and the Freedom to Read Statement are still mentioned in the Intellectual Freedom Policy, so I would think they need to be included in the employee handbook?

Julie Syler
Systems Administrator
Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>
Sent: Tuesday, May 9, 2023 11:18 AM
To: Julie Syler <julies@salinecountylibrary.org>
Cc: Patty Hector <pattyh@salinecountylibrary.org>
Subject: Re: Collection Development Policy Corrections

Specifically, the Intellectual Freedom Policy. Are we doing that and removing section 6-25 Library Bill of Rights and 6-26 The Freedom to Read Statement?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinecountylibrary.org/1800-Smithers-Dr-Benton-AR-72015)

From: Heather Phipps
Sent: Tuesday, May 9, 2023 11:15 AM
To: Julie Syler <julies@salinecountylibrary.org>
Cc: Patty Hector <pattyh@salinecountylibrary.org>
Subject: Collection Development Policy Corrections

Hey Julie,

I have been trying to figure out where everything lines up with the corrections you made, and the employee handbook and I am having a hard time.

Can you please review and let me know what I need to do?

Thanks



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Performance Feedback

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/9/2023 1:59 PM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Afternoon,

Within the next couple of weeks, you may receive an email from a manager asking you to give feedback for their employee.

There will be two questions:

What are some things that (insert name) does well?

How could (insert name) improve?

Even though you may not work directly with this person, you may have worked with them on a project or observe them day to day. Think about how your interaction went. Were they professional? Are there any red flags that you feel the supervisor should be aware of? Being honest is the best way to help the manager when writing the employees' upcoming evaluation in June.

The feedback is 100% confidential and only the manager will see.

If you have any questions, feel free to contact me.

Thank you,

Bamboo Feedback

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/9/2023 1:56 PM

To:Amanda Garrison AmandaG@salinecountylibrary.org ;Heather Phipps heatherp@salinecountylibrary.org ;Julie Syler <julies@salinecountylibrary.org>;Kari Lapp <karil@salinecountylibrary.org>;Leigh Espey <leighe@salinecountylibrary.org>;Patty Hector <pattyh@salinecountylibrary.org>;Rachel Wallace <rachelw@salinecountylibrary.org>;Rebecca Kidder <rebeccak@salinecountylibrary.org>;Rob Walton <Robw@salinecountylibrary.org>;Stacy Childress <stacyc@salinecountylibrary.org>;Wendy Christy <wendyc@salinecountylibrary.org>

Good Afternoon,

It's hard to believe that we are coming up on another performance review!

The request for feedback notifications have been turned on. You have until May 24th to send out requests for feedback on your staff. Reminder: You can ask multiple people and people from different departments.

If you have done a 90-day review on April 1st and after, we will skip the July review for them. You can ask for feedback on them though, just to get a feel from other staff.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: LTM Reports

Heather Phipps

Wed 5/10/2023 7:43 AM

To: Leigh Espey <leighe@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>

I guess I missed it. I don't have it in either the March or April Minutes.



Heather Phipps, PHR Human Resources Manager

Phone [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Leigh Espey <leighe@salinecountylibrary.org>

Sent: Tuesday, May 9, 2023 2:58 PM

To: Patty Hector <pattyh@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>

Subject: Re: LTM Reports

I have it in my notes for May 22.



Leigh Espey Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)

Email: LeighE@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



From: Leigh Espey <leighe@salinecountylibrary.org>

Sent: Tuesday, May 9, 2023 2:47 PM

To: Patty Hector <pattyh@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>

Subject: Re: LTM Reports

Oh, yeah! Now that you mention it, I think you are correct.



Leigh Espey
Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)

Email: LeighE@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Patty Hector <pattyh@salinecountylibrary.org>

Sent: Tuesday, May 9, 2023 2:44 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>

Subject: Re: LTM Reports

Kara says that they voted to move the board meeting to the 22nd. I haven't found my notes from the April special meeting to check, but I vaguely remember them saying two of them couldn't meet.

Patty

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Tuesday, May 9, 2023 1:58 PM

To: Amanda Garrison <AmandaG@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>

Subject: LTM Reports

Good Afternoon,

Our board meeting is Monday May 15th. Please have your LTM report sent to me by Thursday, by noon.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Library Name Tags

Heather Phipps

Wed 5/10/2023 7:50 AM

To



1 attachments (237 KB)

Nametag Template 2023.png;

Hi



Can I order the following name tags with the attached template.

Bella Holloway
Outreach Coordinator

Brent Armstrong
Marketing Coordinator

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)



Handbook

Heather Phipps

Wed 5/10/2023 2:19 PM

To: Leigh Espey <leighe@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>

I am updating the handbook and I have a couple of questions.

We are no longer doing late fees so what should I put in this place

6-5 Overdues

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

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

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

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

Also is this still correct?

6-1 Circulation Policies

Length of Loans

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

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

Circulation Limitations

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

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

Copyright laws prohibit duplication.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: Patty Credit Card Receipts

Heather Phipps

Fri 5/12/2023 10:33 AM

To: Patty Hector <pattyh@salinecountylibrary.org>

Patty

Please disreagr. Arielle had most of them.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Heather Phipps

Sent: Friday, May 12, 2023 9:29 AM

To: Patty Hector <pattyh@salinecountylibrary.org>

Subject: Patty Credit Card Receipts

Hey Patty,

I am helping Arielle with her billing. Can you see if you have the following receipts?

3/20/23 - Stamps.com \$59.98

4/2/23 - Amazon \$8.77

4/6/23 - USPS Stamps Endicia \$50.00

4/13/23 - USPS Stamps Endicia \$100.00

4/13/23 - USPS Stamps Endicia \$100.00
4/13/23 - USPS Stamps Endicia \$100.00
4/13/23 - USPS Stamps Endicia \$ 25.00
4/13/23 - USPS Stamps Endicia \$ 50.00
4/18/23 - Survey Monkey \$372.00



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: timesheet!

Heather Phipps

Tue 5/16/2023 8:06 AM

To: Amanda Garrison <AmandaG@salinecountylibrary.org>

Hey Amanda,

Sorry I was out sick yesterday. What was your question?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

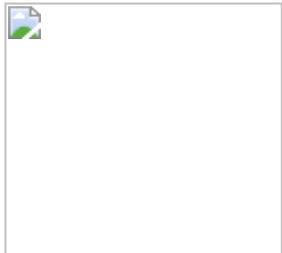
From: Amanda Garrison <AmandaG@salinecountylibrary.org>

Sent: Monday, May 15, 2023 10:31 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: timesheet!

I approved timesheets but I have questions about Sabina's.



Amanda Garrison she | her
Public Services Manager, MLS

Phone: [\(501\) 778-4766 xt 1606](tel:(501)778-4766)

Email: AmandaG@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Sabina

Heather Phipps

Tue 5/16/2023 11:24 AM

To:Amanda Garrison <AmandaG@salinecountylibrary.org>

Hey Amanda,

Unfortunately, [REDACTED]

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Ashlyn OT 5/13

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/16/2023 11:39 AM

To:Wendy Christy <wendyc@salinecountylibrary.org>

Cc:Ashlyn Wilcox <ashlynw@salinecountylibrary.org>

Good Morning,

Ashlyn has 2.5 hours of overtime on Saturday May 13th. I have removed from her timecard. Can you let me know what the overtime was for so I can put it in the notes when I add to comp time.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

FOIA Request # 3

Heather Phipps

Tue 5/16/2023 2:40 PM

To: Patty Hector pattyh@salinecountylibrary.org; Leigh Espey leighe@salinecountylibrary.org

📎 2 attachments (68 KB)

SalineCountyLibrary_PayrollSummaryReport - 1.1.2023-5.16.2023.xls; SalineCountyLibrary_PayrollSummaryReport - 4.1.2023-4.30.2023.xls;

Good Afternoon,

Attached are the reports requested in the FOIA request sent 5/16 regarding Iten number 3.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766](tel:(501)778-4766) xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Saline County Library May Billing

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/16/2023 4:03 PM

To: Audrey Villegas <audrey.villegas@salinecounty.org>

📎 3 attachments (521 KB)

SalineCountyLibrary_PayrollDetails_05162023_1443.xls; Saline County Benefit Payments -05.2023.xlsx; 2023 - 05 QLE Lapp, [REDACTED]

Hey Audrey,

Here are the reports for May.

Notes:

[REDACTED]



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

LMT Report

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/17/2023 7:45 AM

To:Amanda Garrison AmandaG@salinecountylibrary.org ;Heather Phipps heatherp@salinecountylibrary.org ;Julie Syler <julies@salinecountylibrary.org>;Kari Lapp <karil@salinecountylibrary.org>;Leigh Espey <leighe@salinecountylibrary.org>;Patty Hector <pattyh@salinecountylibrary.org>;Rebecca Kidder <rebeccak@salinecountylibrary.org>;Rob Walton <Robw@salinecountylibrary.org>;Wendy Christy <wendyc@salinecountylibrary.org>

📎 1 attachments (15 KB)

LMT Report Template.docx;

Good Morning,

If you haven't gotten this done, please try to have to me by the end of the day.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Name Change for Bella Cusimano

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/17/2023 7:56 AM

To: Saline County Library Help Desk help@salinecountylibrary.on.spiceworks.com

Cc: Bella Holloway <bellah@salinecountylibrary.org>

Good Morning,

Bella will have a name change in June to Bella Holloway. Can you please let me know what her new email address will be so I can order business cards.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Business Cards

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/17/2023 8:00 AM

To:Kari Lapp karil@salinecountylibrary.org

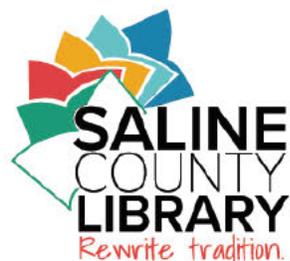
📎 1 attachments (237 KB)

Alan .png;

Hey Kari,

Before I order.. How does this look without the QR code? Do you like the placement, or do you want it more centered?

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [:\(501\) 778-4766](tel:(501)778-4766) xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Employee of the Month - June

Heather Phipps

Tue 5/23/2023 10:49 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

📎 1 attachments (163 KB)

Employee of the Month Submission Form.pdf;

Good Morning,

It's that time again! Each month staff can nominate employees to win employee of the month. There is a list of rules to go by below. The winner gets a special parking spot close to the building, they will also become famous because their picture will hang at the front circulation desk and have exclusive bragging rights!

1. **We need nominations from Benton and Bryant**
2. **Anyone can make a nomination**
3. **You can nominate more than one person**
4. **You can NOT nominate yourself 😊**
5. **You can re-nominate someone you nominated before if they did not win**
6. **If someone has won before, they can win again (especially with limited staffing in Bryant)**
7. **Please fill out the attached form and email me**

Winners will be selected by the executive committee and announced May 31st

Please have your nominations in to me by May 26th

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.salinecountylibrary.org/locations/1800-Smithers-Dr-Benton-AR-72015)

Re: Geoff's timesheet entry for today

Heather Phipps

Wed 5/24/2023 9:04 AM

To: Rob Walton <Robw@salinecountylibrary.org>

Done!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Rob Walton <Robw@salinecountylibrary.org>

Sent: Wednesday, May 24, 2023 9:01 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Geoff's timesheet entry for today

When you get a chance, Geoff needs to have his time altered today. He has put 5 hours worked and has called out sick, so that would need to be 5 hours of sick time used. Thanks, Heather!



Rob Walton (He/Him/His)
Building Operations Manager

Phone: [\(501\) 778-4766 ext 1561](tel:(501)778-4766)

Email: robw@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Saline County Library May Billing

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/24/2023 5:56 PM

To: Audrey Villegas <audrey.villegas@salinecounty.org>

Great! I will get it printed tomorrow.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Audrey Villegas <audrey.villegas@salinecounty.org>

Sent: Wednesday, May 24, 2023 4:29 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Saline County Library May Billing

We are getting ready to pay insurance tomorrow if you want to go ahead and send up your check.

On Tue, May 16, 2023 at 4:32 PM Audrey Villegas <audrey.villegas@salinecounty.org> wrote:

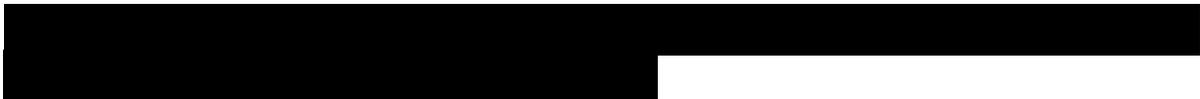
Thank you!

On Tue, May 16, 2023 at 4:03 PM Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hey Audrey,

Here are the reports for May.

Notes:



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

ETOM Vote

Heather Phipps

Tue 5/30/2023 10:57 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Julie Syler <julies@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Rob Walton <Robw@salinecountylibrary.org>

Cc: Heather Phipps <heatherp@salinecountylibrary.org>

📎 5 attachments (730 KB)

Employee of the Month Submission Form - Brittion Luker, Bryant.pdf; Employee of the Month Submission Form - E'Yanne Whitaker.pdf; Employee of the Month Submission Form - Geoff Greaves.pdf; Employee of the Month Submission Form - Kathy Dane.pdf; Employee of the Month Submission Form - Tatiana Ortega.pdf;

Please select a winner for Benton ([View/vote in browser](#))
Good Morning,

Here are the submissions for the employee of the month. Brittion was the only submission for Bryant 😊

Here are the submissions for Benton:

- E'Yanne
- Geoff
- Kathy
- Tatiana

Please have your vote in by the end of the day. I will go by majority if all votes are not in.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [501\) 778-4766 xt 1093](tel:5017784766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

"Books & Barbells" Blue and You Fitness Challenge! Last Week!

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 11:13 AM

To: Taylor Morrissey <TaylorM@salinecountylibrary.org>; Lydia Cheatham <LydiaC@salinecountylibrary.org>; Anna Wagnon <annaw@salinecountylibrary.org>; Kari Lapp <karil@salinecountylibrary.org>; Amanda Garrison <AmandaG@salinecountylibrary.org>; Dana Bloch <danab@salinecountylibrary.org>; E'Yanne Whitaker <E'yanneW@salinecountylibrary.org>; Rebecca Kidder <rebeccak@salinecountylibrary.org>; Wendy Christy <wendyc@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>; Jordan Sandlin <jordans@salinecountylibrary.org>; Patty Hector <pattyh@salinecountylibrary.org>; Stacy Childress <stacyc@salinecountylibrary.org>

Good Morning,

I hope everyone had a wonderful and safe weekend! I apologize I did not send an update last week!! It was crazy for me, and I lost track of time. Tomorrow is the last day of the challenge!! Please make sure you update your trackers!!

Here are the top 5 earners so far this week!

1. Stacy Childress - 48,919 Points
2. Taylor Morrissey - 42,262 Points
3. Wendy Christy - 35,394 Points
4. Leigh Espey - 29,317 Points
5. Amanda Garrison - 29,112 Points

Don't forget, you need 20,000 points to complete the challenge!

A reminder of our in-house prizes:

5,000 Wellable Points - Pick a Prize from the High 5 Box or a snack from the break room 🏆

8,000 Wellable Points - Take a long lunch 😊

11,000 Wellable Points - Sleep in an extra hour 🧠

15,000 Wellable Points - Leave an hour early 🚶

Thank you!

15,000 Wellable Points Prize

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 11:14 AM

To:Rebecca Kidder <rebeccak@salinecountylibrary.org>

Cc:Patty Hector <pattyh@salinecountylibrary.org>

Hi Rebecca,

You have reached 15,000 Wellable Points so you have earned the leave an hour early prize! You will be able an hour early, as long as you let your supervisor know in advance 😊

Keep up the good work!

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: High Five?

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 1:00 PM

To: Rachel Wallace <rachelw@salinecountylibrary.org>

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Rachel Wallace <rachelw@salinecountylibrary.org>

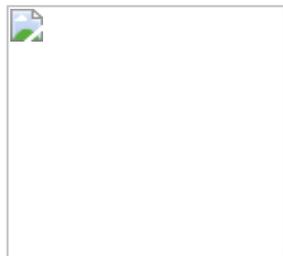
Sent: Tuesday, May 30, 2023 12:54 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: High Five?

Sure!

Strangely Hannah kept getting the tough/in depth phone calls about the resolution and our library. She handled them very professionally for someone who is so young and new to the library.



Rachel Wallace
Bryant Branch Assistant Manager

Phone: [\(501\) 847-2166 xt 1118](tel:(501)847-2166)

Email: RachelW@salinecountylibrary.org

Address: [201 Prickett Rd. Bryant, AR 72022](https://www.google.com/maps/place/201+Prickett+Rd.+Bryant,+AR+72022)



From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Tuesday, May 30, 2023 11:19 AM

To: Rachel Wallace <rachelw@salinecountylibrary.org>

Subject: Re: High Five?

Hey Rachel,

I have to track the awards. Can you let me know what the reason is for the award so I can put on the spreadsheet?

Thank you!

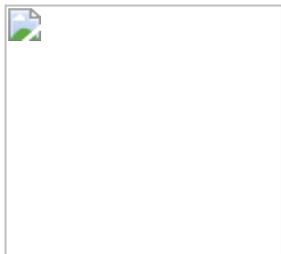


Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)
Email: heatherp@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Rachel Wallace <rachelw@salinecountylibrary.org>
Sent: Thursday, May 25, 2023 3:42 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject: High Five?

Are we still doing High Fives?



Rachel Wallace
Bryant Branch Assistant Manager

Phone: [\(501\) 847-2166 xt 1118](tel:(501)847-2166)
Email: RachelW@salinecountylibrary.org
Address: [201 Prickett Rd. Bryant, AR 72022](https://www.google.com/maps/place/201+Prickett+Rd.+Bryant,+AR+72022)



From: Rachel Wallace
Sent: Wednesday, May 17, 2023 5:22 PM
To: Heather Phipps <heatherp@salinecountylibrary.org>
Subject:

Could I get Hannah a High 5? Is there anything greenish teal?

Get [Outlook for iOS](#)

Re: Part time holidays

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 1:41 PM

To: Julie Syler <julies@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Hi Julie,

Yes, as long as he doesn't go over 29 hours, he can make it up.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Julie Syler <julies@salinecountylibrary.org>

Sent: Tuesday, May 30, 2023 1:33 PM

To: Leigh Espey <leighe@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Part time holidays

Hello!

Cody asked if he would need to make up hours for yesterday's holiday, so I wanted to check.

Julie Syler
Systems Administrator
Saline County Library

Re: Amazon Order

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 1:41 PM

To: Rebecca Griffin <rebeccag@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

I approved it 😊



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Rebecca Griffin <rebeccag@salinecountylibrary.org>

Sent: Tuesday, May 30, 2023 1:27 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Subject: Amazon Order

I placed an order on Amazon last week, and it's showing it needs another approval for spending limit. I'm not sure why, since the total was \$120. But, since Patty is out of town , would someone be able to approve?

The screenshot shows an Amazon approval page with the following sections:

- Order ID:** 111-0924262-2307429, 111-4766802-4224259
- Placed by:** Becca Griffin on May 26, 2023 2:23 PM
- Payment method:** Pay By Invoice
- Deliver to:** Becca Griffin, CHILDREN'S PROGRAMMING, 201 PRICKETT RD, BRYANT, AR, US
- Request summary:**
 - Items: \$109.74
 - Shipping & Handling: \$0.00
 - Order discount: \$0.00
 - Shipping discount: \$0.00
 - Total before tax: \$109.74
 - Estimated tax to be collected*: \$10.83
 - Request total: \$120.57**
- Requisitioner comments:** Summer reading program and decorations supplies
- Approvals required:**
 - Spending limit Group policy Approved**
 - Message for buyers: You can place the order but please note that items must be approved by Wendy or Rebecca
 - Level 1 Rebecca Kidder - Approved May 27, 2023
 - Spending limit Group policy Awaiting approval**
 - Message for buyers: Orders over \$500 will need approval from Patty or Heather.
 - Level 1 Multiple approvers - Awaiting approval
- 6 item(s) requested for approval:**
 - Polmart Clear Suggestion/Business Card Drawing Box with Sign and Lock \$14.89 | Qty: 2
 - Recollections Essentials 12 inch x 12 inch 100 Sheets of Cardstock Paper \$35.99 | Qty: 1
 - decamille Construction City Wall Stickers Transportation Car Vehicles Wall Decals Baby Nursery
 - Children's Bedroom Decorations Wall Decals

Blue Print Portal

Heather Phipps <heatherp@salinecountylibrary.org>

Tue 5/30/2023 1:45 PM

To:Arielle Wilson <ariellew@salinecountylibrary.org>

📎 1 attachments (787 KB)

My Blueprint flyer.pdf;

Hey Arielle,

Here is a flyer giving you instructions for downloading the Blue Cross Blue Shield portal. This will give you access to your medical and vision cards. You can also download the app to your phone. I would you the last 4 of the social instead of the member ID.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Employee of the Month Winners for June!

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/31/2023 10:25 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Morning,

Please join me in congratulating our June Employee of the Month Winners! You will be able to start using your special parking spot tomorrow. Please get with your supervisor to take your picture, if you choose to do so.

Bryant Winner:

Brittton Luker

Brittton has done an amazing job helping keep the Bryant branch clean and beautiful. She always arrives with a smile on her face and is constantly positive! She is a true joy to be around and an asset to our library.

Benton Winner:

Kathy Dane

Kathy has really had to step up her already fantastic game due to unforeseen circumstances happening with her shelving coworkers. She gets here first thing in the morning and shelves non-stop until she leaves for the day. She's also learned some other circulation duties in amongst the carts of books she's shelving just to help out at the desk. She's freaking amazing.

While her coworkers have been out with various personal difficulties, Kathy just stepped up and took over, busting her butt to get everything shelved as quickly as possible, while also shelf reading and tidying, and doing so without even a hint of complaint. She cares so much for her coworkers, and it has really shown in the past months especially. I think she might be part robot as quickly and efficiently as she's been working lately, which is even faster than her usual amazing pace.

Thank you!

East End Branch Manager Position Open

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/31/2023 10:47 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Morning,

I have posted the East End Branch Manager position on BambooHR. Please feel free to share!

<https://sclibrary.bamboohr.com/careers/94>



East End Branch Manager

Summary The Branch Manager is responsible for directing all activities of the branch library including operations, resources, and staff. Qualifications Master's in Library Science from an ALA accredited university plus 2 years of supervisory experience are required. Strong leadership

sclibrary.bamboohr.com

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Fw: East End Branch Manager Position Open

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 5/31/2023 10:50 AM

To: Brent Armstrong <brenta@salinecountylibrary.org>

Cc: Kari Lapp <karil@salinecountylibrary.org>

Good Morning Brent,

When you have a moment, can you please post to the website?

Can you also share the link on Facebook and LinkedIn?

Thank you!



Heather Phipps, PHR Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Wednesday, May 31, 2023 10:47 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: East End Branch Manager Position Open

Good Morning,

I have posted the East End Branch Manager position on BambooHR. Please feel free to share!

<https://sclibrary.bamboohr.com/careers/94>



East End Branch Manager

Summary The Branch Manager is responsible for directing all activities of the branch library including operations, resources, and staff. Qualifications Master's in Library Science from an ALA accredited university plus 2 years of supervisory experience are required. Strong leadership

sclibrary.bamboohr.com

FOIA parts #5, 6, 9 (contracts), & 11

Arielle Wilson

Mon 5/1/2023 3:24 PM

To:Patty Hector <pattyh@salinecountylibrary.org>

Cc:Leigh Espey <leighe@salinecountylibrary.org>;Heather Phipps <heatherp@salinecountylibrary.org>

📎 4 attachments (15 MB)

5. Fran.pdf; 6. Library Assets.pdf; 9.Contracts.pdf; 11. Carpet Cleaning.pdf;

Patty,

I have attached the following line items for the most recent FOIA: 5, 6, 9 (contracts), & 11. I will send the rest as soon as possible.

Very Respectfully,



Arielle Wilson
Financial Coordinator

Phone: (501) 778-4766 ext. 1081

Email: ariellew@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Re: Thank you for interviewing with Saline County Library

[Redacted]

Fri 5/5/2023 9:56 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Hi there!

Confirming your email, thank you very much for the opportunity. I'm glad you all enjoyed my work and had been entertained by my interview.

Best,

[Redacted]

On Thursday, May 4, 2023, 07:01:03 PM CDT, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [Redacted]

I wanted to reach out and thank you for taking the time to come to the library and interview with us. While we did enjoy our discussions and were very impressed with your work, we did decide to move forward with another candidate.

Thank you again for your time and we wish you the best of luck with your job search.



Heather Phipps, PHR
Human Resources Manager

Phone: (501) 778-4766 xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

This email was sent from outside the organization.

RE: Thank you for interviewing with Saline County Library

[Redacted]

Fri 5/5/2023 10:02 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Thank you for the prompt alert. I wish you well in the future.

[Redacted]

Sent from [Mail](#) for Windows

From: [Heather Phipps](#)

Sent: Thursday, May 4, 2023 7:01 PM

To [Redacted]

Subject: Thank you for interviewing with Saline County Library

Hi [Redacted],

I wanted to reach out and thank you for taking the time to come to the library and interview with us. While we did enjoy our discussions and were very impressed with your work, we did decide to move forward with another candidate.

Thank you again for your time and we wish you the best of luck with your job search.



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR](#)

[72015](#)

This email was sent from outside the organization.

Re: Board Reports

Kari Lapp <karil@salinecountylibrary.org>

Thu 5/18/2023 4:30 PM

To: Leigh Espey <leighe@salinecountylibrary.org>; Heather Phipps <heatherp@salinecountylibrary.org>

1 attachments (17 KB)

CED Department Board Report 05182023.docx;

May CED Board report is attached.



Kari Lapp
Community Engagement Manager

Phone: [\(501\) 778-4766 xt 1350](tel:(501)778-4766)
Email: KariL@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](#)



From: Leigh Espey <leighe@salinecountylibrary.org>
Sent: Monday, May 15, 2023 1:10 PM
To: managers@salinecountylibrary.org <managers@salinecountylibrary.org>
Subject: Board Reports

Good afternoon!

Just a friendly reminder to have your board reports to Heather by Wednesday so that the board packet can go out by Thursday.

I hope y'all have a great rest of your day!



Leigh Espey
Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)
Email: LeighE@SalineCountyLibrary.org
Address: [1800 Smithers Dr. Benton, AR 72015](#)



Meeting Today Cancelled

Leigh Espey <leighe@salinecountylibrary.org>

Tue 5/30/2023 8:50 AM

To:managers@salinecountylibrary.org <managers@salinecountylibrary.org>

Good morning!

Just a reminder that our meeting is cancelled for today.

I hope everyone has a fabulous Tuesday!!!



Leigh Espey
Library Manager

Phone: [\(501\) 778-4766 ext. 1002](tel:(501)778-4766)

Email: LeighE@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)



Arielle Wilson 5/9 2:24 PM



i got all the credit card bills this month



Whoop!!! Let me know if you need any help with anything

May 25

Arielle Wilson 5/25 10:21 AM



Ashlyn emailed asking what Wendy's cc balance is. Do you have access to that?

Arielle Wilson 5/25 10:27 AM



Nevermind Imma tell her i paid the bill on 5/9 & it should be good to go.

5/25 2:33 PM

Sorry I am just now seeing this LOL

Arielle Wilson 5/25 4:33 PM



No biggie 😊

Thursday, May 18

Kari Lapp 5/18 1:24 PM



I havent done my LMT report. I will do it right after I meet with Patty.



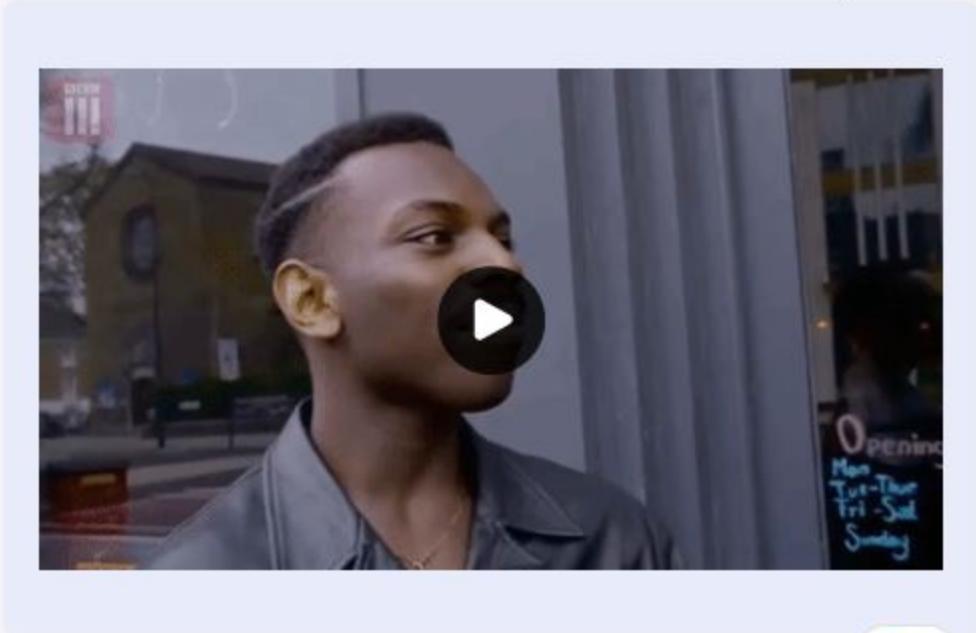
1

Rebecca Kidder 5/4 2:58 PM



You're right. Ashleigh started before Hannah.

5/4 2:58 PM



😄 1

Ok I will add MOD capabilities to her time sheet

Rebecca Kidder 5/4 2:59 PM



Thanks!!!!

5/4 2:59 PM

No problem! 😊

Rebecca Kidder 5/4 2:59 PM



Also, there will be two weeks in June that Hannah and Ashleigh will be on a trip for school. Could Savannah work more than 29 hours those two weeks by chance? 😊

5/4 3:01 PM

Unfortunately no. Anything more than 29 hours per week, we would have to offer insurance

Rebecca Kidder 5/4 3:01 PM



Crud! Ok, thanks!

5/4 3:02 PM

Sorry!

Rebecca Kidder 5/4 3:02 PM



No worries!

Monday, May 8

Rebecca Kidder 5/8 9:11 AM



[REDACTED] He was gone last week for a wedding. I told him he'd need to [REDACTED]
[REDACTED]

5/8 10:24 AM

No unfortunately not '



Friday, May 12

Rebecca Kidder 5/12 8:45 AM



Do you still need board reports this week? Or could I turn mine in at the beginning of next week? 😊 I need some stats from Anna and she's out sick today.

5/12 8:46 AM

Next week is fine 😊 I totally forgot we changed the days

Rebecca Kidder 5/12 8:46 AM



Woo! Thank you!!! 😊

Friday, May 30

Rebecca Kidder 5/30 9:34 AM



Could you delete Anna's sick time for last week? 😊

5/30 10:00 AM

Yes Ma'am! Sorry I am just now getting in

I removed it, but she is still missing 15 mins

Rebecca Kidder 5/30 10:04 AM



No worries. I'll tell her to add 15 minutes of sick time.



1

Wendy Christy 5/8 3:57 PM



What about How many days was he/she absent from or late to work in the last year? (By law, you cannot inquire into medically related absences)

5/8 3:57 PM

Yeah no we're not answering all that.

Typically we normally give dates and titles.

If they want to do a personal reference they can call your cell phone

Patty is going to fill it out

Re: 90 day assessment

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 6/1/2023 8:22 AM

To: Julie Syler <julies@salinecountylibrary.org>

Yes, we started it right after he was hired. Which is why I missed it. I just sent it to you.

Thank you!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Julie Syler <julies@salinecountylibrary.org>

Sent: Thursday, June 1, 2023 8:20 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: 90 day assessment

I did not! I didn't even know that was a thing!

Julie Syler
Systems Administrator
Saline County Library

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Thursday, June 1, 2023 8:13:21 AM

To: Julie Syler <julies@salinecountylibrary.org>

Subject: 90 day assessment

Hey Julie,

Did you complete a 90-day assessment on Cody? Looks like there should have been one done on April 4th. If not, let me know and I will send it to you in Bamboo.

Thanks!

Mid-Year Evaluations

Heather Phipps

Thu 6/1/2023 8:29 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Morning,

You may have received an email from BambooHR saying that you need to complete your self-assessment. Well, that is 100% true! It is that time of year again for performance evaluations.

If you have not completed your 90-day probationary period, or you have completed your 90-day employee review on April 1st and after, you will not need to do an evaluation at this time.

Please complete your self-assessment by June 15th. Your manager will need to sit with you by June 30th to go over the evaluation with you.

If you have any questions, please feel free to contact me.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Fw: Mid-Year Evaluations

Heather Phipps

Thu 6/1/2023 8:32 AM

To: managers@salinecountylibrary.org <managers@salinecountylibrary.org>

Just FYI I have skipped the assessment for the following staff members:

Brent Armstrong
Austin Armstrong
Erin Ingold
Arielle Wilson
Warren Taylor
Cody Berry

These individuals fell in the new hire timeline.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Thursday, June 1, 2023 8:29 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: Mid-Year Evaluations

Good Morning,

You may have received an email from BambooHR saying that you need to complete your self-assessment. Well, that is 100% true! It is that time of year again for performance evaluations.

If you have not completed your 90-day probationary period, or you have completed your 90-day employee review on April 1st and after, you will not need to do an evaluation at this time.

Please complete your self-assessment by June 15th. Your manager will need to sit with you by June 30th to go over the evaluation with you.

If you have any questions, please feel free to contact me.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: CAS Billings

Heather Phipps <heatherp@salinecountylibrary.org>

Thu 6/1/2023 12:41 PM

To:Audrey Villegas <audrey.villegas@salinecounty.org>

Ok here are the numbers 😊

March

Cobra - 30

FMLA - 29

April

C - 32

F - 30

May

C - 32

F - 30

June

C - 32

F - 30

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Audrey Villegas <audrey.villegas@salinecounty.org>

Sent: Thursday, June 1, 2023 10:43 AM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: CAS Billings

Hey ma'am,

Ok, CAS is yelling at me via email (rightfully so lol) can you send me what your numbers were from March to June? I'm going to work on those spreadsheets today and will send copies to you when I get the invoices ready for payment. Will try to do better!

Thanks,
Audrey

--



Audrey Villegas
Human Resources / Payroll Specialist
Saline County Courthouse
200 N. Main, Room 112
Benton, AR 72015
Phone: 501-303-5701
Fax: 501-315-1338
Audrey.Villegas@salinecounty.org

This email was sent from outside the organization.

90-day Check In

Heather Phipps <heatherp@salinecountylibrary.org>

Fri 6/2/2023 7:39 AM

To: Erin Ingold <erini@salinecountylibrary.org>

Hi Erin,

You have reached the end your 90-day probationary period 🎉

I have sent you a 90-day check in through BambooHR. When you have a moment, please fill this out for me. This will help us understand your likes and dislikes of SCL so we can make this a great place to work!

If you have any questions, please let me know.

Thank you



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

I-9 Audit

Heather Phipps <heatherp@salinecountylibrary.org>

Fri 6/2/2023 8:27 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Morning,

I am working on getting our active employee's I-9's into a separate folder and run through E-Verify to assure compliance. I am doing an audit, and I have noticed some I-9's are missing.

Once I finish, If your I-9 is missing I will send you an email requesting information.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Credit Card Statements FOIA #11

Heather Phipps

Mon 6/5/2023 12:15 PM

To:Patty Hector <pattyh@salinecountylibrary.org>

Cc:Leigh Espey <leighe@salinecountylibrary.org>;Arielle Wilson <ariellew@salinecountylibrary.org>

📎 1 attachments (107 MB)

2022 Credit Card Statements.zip;

Good Afternoon,

Attached are the credit card statements for 2022 - 2023 for the FOIA.

Let me know if you have any questions.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

(Books & Barbells Fitness Challenge)

Heather Phipps <heatherp@salinecountylibrary.org>

Mon 6/5/2023 12:18 PM

To:Amanda Garrison <AmandaG@salinecountylibrary.org>;Anna Wagnon <annaw@salinecountylibrary.org>;Dana Bloch <danab@salinecountylibrary.org>;E'Yanne Whitaker <E'yanneW@salinecountylibrary.org>;Heather Phipps <heatherp@salinecountylibrary.org>;Jordan Sandlin <jordans@salinecountylibrary.org>;Kari Lapp <karil@salinecountylibrary.org>;Leigh Espey <leighe@salinecountylibrary.org>;Lydia Cheatham <LydiaC@salinecountylibrary.org>;Patty Hector <pattyh@salinecountylibrary.org>;Rebecca Kidder <rebeccak@salinecountylibrary.org>;Stacy Childress <stacyc@salinecountylibrary.org>;Taylor Morrissey <TaylorM@salinecountylibrary.org>;Wendy Christy <wendyc@salinecountylibrary.org>

FYI - I will have the final numbers tomorrow for the Fitness Challenge and the first-place prize will be rewarded!



Heather Phipps, PHR Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Blue & You Fitness Challenge <info@blueandyoufitnesschallenge-ark.com>

Sent: Monday, June 5, 2023 11:47 AM

Subject: REMINDER: Final Days!

Just a quick reminder that all final results will be sent to you tomorrow. We are busy crunching and double checking those final standings today and will get them to you as soon as we finalize them all.

From: Blue & You Fitness Challenge

Sent: Tuesday, May 30, 2023 8:45 AM

Subject: Final Days!

Good morning!

Just a quick reminder that tomorrow (May 31st) is the last day for the Blue & You Fitness Challenge! Your team members have until midnight on June 2nd to log their physical activity and daily challenges. Final challenge results and award winners will be announced on Tuesday, June 6. Final reports will be sent on June 6 as well.

Congratulations on your accomplishments so far and best of luck as we wrap up the 20th annual Blue & You Fitness Challenge!

Kristen Lippencott | Blue & You Fitness Challenge
Challenge Administrator | info@blueandyoufitnesschallenge-ark.com

Sick Leave

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 8:13 AM

To: Brent Armstrong <brenta@salinecountylibrary.org>

Hi Brent,

You are now able to use your sick leave. You currently have 16 hours in your bank and will earn 8 hours on the first of each month.

Let me know if you have any follow up questions 😊

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Fw: I-9 Audit

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 9:00 AM

To: Rebecca Griffin <rebeccag@salinecountylibrary.org>

Hi Rebecca,

After completing the audit, it looks like your I-9 is missing in BambooHR. I am sending over a form for you to fill out. I will also need identification to go with the form.

Examples:

1. Social Security Card & Driver's License
2. Social Security Card & Birth Certificate
3. Passport

Let me know if you have any questions.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Friday, June 2, 2023 8:27 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: I-9 Audit

Good Morning,

I am working on getting our active employee's I-9's into a separate folder and run through E-Verify to assure compliance. I am doing an audit, and I have noticed some I-9's are missing.

Once I finish, If your I-9 is missing I will send you an email requesting information.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Fw: I-9 Audit

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 9:20 AM

To: Kari Lapp <karil@salinecountylibrary.org>

Hi Kari,

After completing the audit, it looks like I need a copy of your new Social Security Card with your new last name.

Let me know if you have any questions.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Friday, June 2, 2023 8:27 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: I-9 Audit

Good Morning,

I am working on getting our active employee's I-9's into a separate folder and run through E-Verify to assure compliance. I am doing an audit, and I have noticed some I-9's are missing.

Once I finish, If your I-9 is missing I will send you an email requesting information.

Thank you,

Fw: I-9 Audit

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 9:21 AM

To: Ashlyn Wilcox <ashlynw@salinecountylibrary.org>

Hi Ashlyn,

After completing the audit, it looks like I need a copy of your new Social Security Card with your new last name.

Let me know if you have any questions.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps

Sent: Friday, June 2, 2023 8:27 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: I-9 Audit

Good Morning,

I am working on getting our active employee's I-9's into a separate folder and run through E-Verify to assure compliance. I am doing an audit, and I have noticed some I-9's are missing.

Once I finish, If your I-9 is missing I will send you an email requesting information.

Thank you,

Fw: I-9 Audit

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 9:22 AM

To: Mason Newberry <masonn@salinecountylibrary.org>

Hi Mason,

After completing the audit, it looks like I need a copy of your Social Security Card. Can you please get that to me by next week?

Let me know if you have any questions.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Heather Phipps

Sent: Friday, June 2, 2023 8:27 AM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: I-9 Audit

Good Morning,

I am working on getting our active employee's I-9's into a separate folder and run through E-Verify to assure compliance. I am doing an audit, and I have noticed some I-9's are missing.

Once I finish, If your I-9 is missing I will send you an email requesting information.

Thank you,

Branch Manager Interview - Amanda Garrison

Heather Phipps <heatherp@salinecountylibrary.org>

Wed 6/7/2023 1:24 PM

To:Patty Hector <pattyh@salinecountylibrary.org>;Leigh Espey <leighe@salinecountylibrary.org>;Amanda Garrison <AmandaG@salinecountylibrary.org>

Good Afternoon,

We will be meeting in the board room for the interview

Microsoft Teams meeting

[REDACTED]

[REDACTED]

[REDACTED]

2021 Credit Card Statements

Heather Phipps

Wed 6/7/2023 3:32 PM

To:Patty Hector <pattyh@salinecountylibrary.org>

📎 1 attachments (44 MB)

2021 Credit Card Statements.pdf;

Hi Patty,

Please see attached.

Thank you,



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

Re: Interview

Heather Phipps

Wed 6/7/2023 3:00 PM

[Redacted]

That's great! Are you available either tomorrow or Friday afternoon?



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: notifications@app.bamboohr.com <notifications@app.bamboohr.com> on behalf of [Redacted]

<notifications@app.bamboohr.com>

Sent: Wednesday, June 7, 2023 2:58 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview

##- Yes! You can reply directly to this email and [Redacted] will get it. Just make sure it's above this line so we can read it right. -##

Hi Heather,

I have given this, some deep soul-searching, and I am completely on board with the benefits as they are.

This position is too perfect for me to pass up! I would love to have the opportunity to serve the community with my knowledge and passion for the library!

Thanks,
[Redacted]

Interview

[Redacted]

This email was sent from outside the organization.

Re: Interview

Heather Phipps

Thu 6/8/2023 8:22 AM

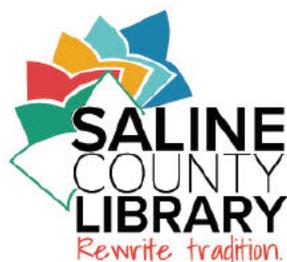
[Redacted]

Hi [Redacted]

We can do virtual, but it will be Microsoft Teams.

I'll send you the link now.

Thanks!



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: notifications@app.bamboohr.com <notifications@app.bamboohr.com> on behalf of [Redacted]

<notifications@app.bamboohr.com>

Sent: Wednesday, June 7, 2023 3:31 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Interview

##- Yes! You can reply directly to this email and [Redacted] will get it. Just make sure it's above this line so we can read it right. -##

Yes. Will this be on Zoom?

Thanks,
[Redacted]

Re: Interview

[View this conversation in BambooHR](#)

This email was sent from outside the organization.

Virtual Interview - [REDACTED]

Heather Phipps

Thu 6/8/2023 8:29 AM

[REDACTED] Patty Hector
<pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Good Morning,

You have been scheduled for a virtual interview with Saline County Library for the East End Branch Manager position on [REDACTED]

You will be meeting with the following individuals:

Patty Hector - Library Director

Leigh Espey - Library Manager

Heather Phipps - Human Resources Manager

Please feel free to reach out to me if you have any questions or concerns.

Thank you,

Heather Phipps

Human Resources Manager

Microsoft Teams meeting

[REDACTED]

Re: Retirement

Heather Phipps

Thu 6/8/2023 9:29 AM

To: Rebecca Griffin <rebeccag@salinecountylibrary.org>

Hi Becca,

I checked APERS and It looks like you started contributing 9/2018 without any pause so you will be fully vested in September this year.

Thanks,

**Heather Phipps, PHR**
Human Resources ManagerPhone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766xt1093)Email: heatherp@SalineCountyLibrary.orgAddress: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: Rebecca Griffin <rebeccag@salinecountylibrary.org>**Sent:** Wednesday, June 7, 2023 4:50 PM**To:** Heather Phipps <heatherp@salinecountylibrary.org>**Subject:** Retirement

Hi Heather,

I'm wondering if you can tell me when I will be vested in APERS? When I started in 2018, part-time employees were eligible for enrollment in APERS. But, then benefits changed and part-time employees no longer qualified. I started working full-time, I signed up for APERS again, but I'm not sure when exactly I'll be vested. Does some of my part-time work count toward the five year requirement?

Thanks,

**Becca Griffin****Branch Youth Services Programmer**Phone: [\(501\) 847-2166 ext 2603](tel:(501)847-2166ext2603)Email: RebeccaG@SalineCountyLibrary.orgAddress: [201 Prickett Rd. Bryant, AR 72022](https://www.google.com/maps/place/201+Prickett+Rd,+Bryant,+AR+72022)

Dress Code Reminder

Heather Phipps

Thu 6/8/2023 10:12 AM

To:allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Morning,

Since it is getting warmer now, I wanted to remind everyone of the Dress Code.

Let me know if you have any questions

Thanks!

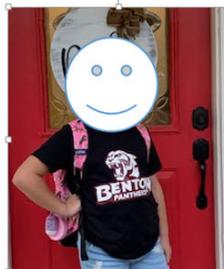
Dress Code/Hygiene

Acceptable

- Business Casual
- Good Hygiene (Clean hair, Deodorant)
- Jeans (No Rips)
- Capris, dress shorts, dresses and skirts
- Saline County Library Shirts
- Shirts that promote reading and libraries
- Friday you can support your Saline County schools by wearing team shirts (Panthers, Hornets, Miners, ect)
- Friday and Saturday you can wear shirts with band names, literary characters, movies, or television.



Business Casual



Dress Code/Hygiene

Unacceptable

- Anything strapless
- Excessive Cologne/Perfume
- Spaghetti straps, tank tops, miniskirts, and crop tops
- Revealing clothing (excessive cleavage, back, stomach, or undergarments)
- Torn or dirty clothing
- Clothing with offensive words or pictures
- Flip Flops
- Leggings as pants with a top that does not cover the bottom



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90-day Check-in

Heather Phipps

Thu 6/8/2023 3:10 PM

To:Austin Armstrong <austina@salinecountylibrary.org>

Cc:Rebecca Kidder <rebeccak@salinecountylibrary.org>

Hi Austin,

You have reached the end your 90-day probationary period 🎉

I have sent you a 90-day check in through BambooHR. When you have a moment, please fill this out for me. This will help us understand your likes and dislikes of SCL so we can make this a great place to work!

If you have any questions, please let me know.

Thank you



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Branch Manager - interview questions

Heather Phipps

Fri 6/9/2023 7:34 AM

To: Patty Hector <pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

Good Morning,

Can you look over and see if there are any you want to remove/edit.

Thanks,



Heather Phipps, PHR
Human Resources Manager

Phone: [.\(501\) 778-4766](tel:(501)778-4766) xt 1093

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Re: Thank You for the Interview

Heather Phipps

Fri 6/9/2023 1:58 PM

📎 2 attachments (168 KB)

Public Services Manager.pdf; Public Services Manager.pdf;

Hi [REDACTED]

[REDACTED] Thank you so much for taking the time to speak with us. Regarding your question below, just so I understand, are you wanting to become a contractor after your retirement in [REDACTED] [REDACTED] If that is the case, I'm not sure that is something we would be able to do. We need a person to start as early as August this year to get the library prepared before we open later this year.

I want to be fully transparent and let you know that we do have an internal candidate that has also applied. They have the management and library experience we need to run a new Branch. We have decided to move forward with them as the Branch Manager. That being said, this does free up their current role as the Public Services Manager in Benton. I have attached the job description. Let me know if this is something you would be interested in interviewing for when we post.

Once again, thank you for your time today. I enjoyed our talk!



Heather Phipps, PHR
Human Resources Manager

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Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

From: [REDACTED]

Sent: Friday, June 9, 2023 12:55 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Thank You for the Interview

Dear Heather,

Thank you so very much for taking time to meet with me to further discuss the SCL East End Branch Manager position with me.

I believe that my management and technology experience, along with my great passion for libraries, make me a strong candidate for the position. I am excited about the potential opportunity of being part of the SCL team and in serving the community.

I understand that my particular circumstances may be a determining factor in your decision. However, if I were your choice for the position, would it be possible to work in the capacity of a contractor or other alternative employee type during the required six months' grace period as per the APERS retire/rehire policy?

I truly appreciate you for your time and I look forward to hearing from you regarding your decision.

Best regards,

[Redacted signature block]

Offer

Heather Phipps

Fri 6/9/2023 2:02 PM

To:Amanda Garrison <AmandaG@salinecountylibrary.org>

Hi Amanda,

I sent you an official offer letter in Bamboo

I spoke with the other candidate and I am going to go ahead and let everyone know.

Thanks!



Heather Phipps, PHR
Human Resources Manager

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Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr,+Benton,+AR+72015)

East End Branch Manager Position Filled!

Heather Phipps

Fri 6/9/2023 2:11 PM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Good Afternoon,

I am happy to announce that Amanda Garrison has accepted our offer for the East End Branch Manager position! She will be working here in Benton for the time being, the start date is TBD. If you don't know Amanda, then you apparently have been living under a rock She is our current Public Services Manager in Benton and is also one of the Co-Host for our "Seriously Chatty Librarians" podcast! Amanda is going to do wonderful things in East End, but we will MISS you here!!

Please join me in congratulating Amanda on her promotion!



Heather Phipps, PHR Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](#)

Fw: East End Branch Manager Position Filled!

Heather Phipps <heatherp@salinecountylibrary.org>

Fri 6/9/2023 2:12 PM

To: Brent Armstrong <brenta@salinecountylibrary.org>

Hi Brent,

Can you please remove from the website and social media.

Thank you!



Heather Phipps, PHR
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Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: Heather Phipps <heatherp@salinecountylibrary.org>

Sent: Friday, June 9, 2023 2:11 PM

To: allstaff@salinecountylibrary.org <allstaff@salinecountylibrary.org>

Subject: East End Branch Manager Position Filled!

Good Afternoon,

I am happy to announce that Amanda Garrison has accepted our offer for the East End Branch Manager position! She will be working here in Benton for the time being, the start date is TBD. If you don't know Amanda, then you apparently have been living under a rock She is our current Public Services Manager in Benton and is also one of the Co-Host for our "Seriously Chatty Librarians" podcast! Amanda is going to do wonderful things in East End, but we will MISS you here!!

Please join me in congratulating Amanda on her promotion!



Heather Phipps, PHR
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Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

Fw: Thank You for the Interview

Heather Phipps <heatherp@salinecountylibrary.org>

Fri 6/9/2023 2:58 PM

To: Patty Hector <pattyh@salinecountylibrary.org>; Leigh Espey <leighe@salinecountylibrary.org>

📎 1 attachments (15 KB)

Outlook-2nk0cr1w.png;

FYI



Heather Phipps, PHR
Human Resources Manager

Phone: [\(501\) 778-4766 xt 1093](tel:(501)778-4766)

Email: heatherp@SalineCountyLibrary.org

Address: [1800 Smithers Dr. Benton, AR 72015](https://www.google.com/maps/place/1800+Smithers+Dr.+Benton,+AR+72015)

From: [REDACTED]

Sent: Friday, June 9, 2023 2:39 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

Subject: Re: Thank You for the Interview

Hi Heather,

Thank you for the quick response. I'm glad you found an internal candidate for the branch manager role.

Yes, I am interested in applying for the other position; however, I still would need to have a six month gap in the time between actual retirement and returning to work with SCL. This is as per the APERS policy. So, if I submitted my retirement effective [REDACTED] I would be unable to return to work with another APERS entity for [REDACTED]. The only way I would be able to pursue that position is if it remained vacant until that date.

Thanks,
[REDACTED]

On Jun 9, 2023, at 1:59 PM, Heather Phipps <heatherp@salinecountylibrary.org> wrote:

Hi [REDACTED],

New candidate for East End Branch Manager!

BambooHR <notifications@app.bamboohr.com>

Thu 6/1/2023 1:40 PM

To:Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for East End Branch Manager.

Hi Heather,

Great news! [REDACTED] just applied for the **East End Branch Manager** job in Hensley, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bamboohr™

This email was sent from outside the organization.

New candidate for East End Branch Manager!

BambooHR

Fri 6/2/2023 5:37 PM

To: Heather Phipps <heatherp@salinecountylibrary.org>

You have a new candidate!

[REDACTED] just applied for East End Branch Manager.

Hi Heather,

Great news! [REDACTED] just applied for the **East End Branch Manager** job in Hensley, AR. Keep up the good work.

[REDACTED]

[View Candidate](#)

bambooHR

This email was sent from outside the organization.

June 5

Arielle Wilson 6/5 9:16 AM



I forgot to mention (just so ur in the know) I have a meeting with Amazon at 11:30 & I've got a Schmeckenbecker tasker I am currently working on that has seized up my computer. I am also trying to pay the back taxes to the IRS. There is no mailing address on the forms that were mailed, so I was going to ask if you are able to enter manual pmts to the IRS thru QB, or is it only the auto payrolls that can pay the irs electronically?

6/5 9:18 AM

I'm really not sure how that was set up. I believe once we rolled over to the online platform of QB all the taxes were set up electronically. What back taxes are you talking about

June 8

Arielle Wilson 6/8 5:21 PM



Where did you save the redacted statements when you were done with them? Patty wants to send em over.

June 9

6/9 7:16 AM

I'll put them on the ADMIN drive

Arielle Wilson 6/9 8:55 AM



cool cool

Arielle Wilson 6/9 2:56 PM



Is Tara Waters no longer with us

6/9 2:56 PM

No i dont know who that is

Tuesday

Arielle Wilson Tuesday 1:12 PM



I got Kari's card figured out 😊 & finished Billy's. I'm coming up there to print the checks & get em signed.

Tuesday 1:13 PM



3:04

5G 



Leigh >

Tue, May 30 at 6:45 AM

I'm going to come in a little later today. I didn't fall asleep till 5 am



Ewww!!! I'm so sorry!!!

Tue, May 30 at 9:14 AM

I'm headed to [REDACTED] then coming to work

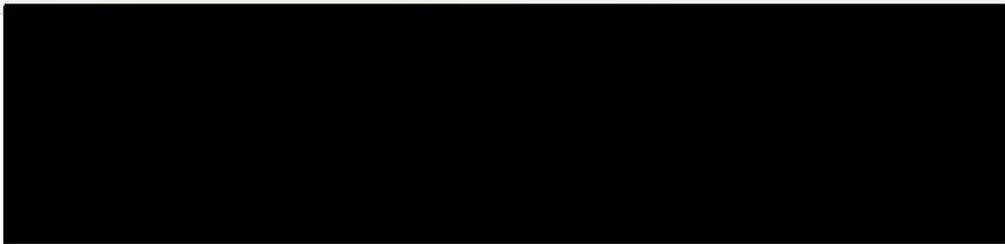
Sounds good!

Tue, May 30 at 2:36 PM

I'm taking my laptop home. I gotta lay down for a min, I'm about to pass out



Bella >



Fri, May 26 at 12:49 PM

Seems like the home office just hadn't received the one check yet. Thanks!

Ok good!

Tue, May 30 at 10:16 AM

Hey bella! I'm approving time cards and it looks like you only have 78 hours. Do you want me to adjust? Or is that correct?

I have a sick request in there for like the 18th. Did it not get approved

Let me check

HA HA

I'm going to text Karl

Kari lol



iMessage





Rebecca >

Are you coming to the start meeting on teams?

Thu, Sep 22 at 5:45 PM



Wed, May 31 at 11:02 AM

11:02 5G

Text Message
Today 11:01 AM

Your Square verification code is Use it online or in our app to verify your identity. Do not share it with anyone.

The sender is not in your contact list.
[Report Junk](#)

Thanks!!

You're welcome 😊

Delivered



iMessage





Kari >



Tue, May 30 at 10:20 AM

Hey Kari! Can you look at Bella's timesheet? I approved the other ones but she is missing 2 hours and she said she submitted a sick leave request

I will put the submission so I can approve time cards. Thanks!

I just got this notification. I messaged her and was waiting for a response.

I saw that last night too



I put 2 hours of sick time for Tuesday

Read 5/30/23

I approved all of her time off yesterday

Good deal! Thanks!

Delivered



iMessage





Kari >



Kk

Tue, Apr 18 at 1:19 PM

We need to talk

Are you here

Heading back from lunch with patty and Leigh. Everything ok?

Yes and no. Fran needs to talk to you

Ok. We are on military right now. Like three minutes away

Ok we are in my office

Fri, Apr 21 at 10:24 AM

Can I just come to your office and talk about the applicants?



Add individual nuts to you shopping list! And pop-ice if you find it. If not, Alan can get it



iMessage



3:05

5G 



Leigh >



Fri, Jun 2 at 1:35 PM

Pretty sure I have a stomach virus. 

Oh no!!! If it's the same thing  had, it's short lived at least. 🙄🙄🙄

Do you need anything?

No we're ok. Just laying in bed watching twilight lol



Patty >

Yes he cannot go over 29 hours per week

Mon, May 15 at 7:06 AM

I'm not feeling very well this morning. [redacted] I will be in tomorrow if that's ok.

Ugh. I'm sorry. Get some rest

Thank you

Tue, May 30 at 7:47 AM

I couldn't get bamboo to work so didn't approve timesheets

Ok I'll do it

Thu, Jun 1 at 10:42 AM

Hey patty! [redacted] has strep again 😞 I'm going to swap with [redacted] at 11. Do you mind if I work from home tomorrow?

Oh poor baby girl. No that's fine



iMessage





Arielle >

I'm meeting the plumber at the Gann at 8:30 this morning



Mon, May 1 at 7:10 PM

Well I'm officially sick 😞

O no!

Tue, May 2 at 7:43 AM

I am still really not feeling well. I'm going to call the [REDACTED] [REDACTED] I will prob need to take the day off. I am so sorry.

I'm sorry! Get some rest!

Tue, May 2 at 12:24 PM

I hope you're doing better!

I have a quick question, is there any way I can look up invoices on Amazon? Most of the purchases on robs credit card are from Amazon



Text Message





Arielle >

[Redacted text]

Business analytics, all orders for scl,

Thank you!

How are you feeling?

Then u can filter by date, order #

I feel like crap & running a fever of [redacted] [redacted] [redacted] it again to make sure later.

I'm sorry you're not feeling well



Its ok. Im sorry im not able to work today. Imma be there tomorrow though mask & all.

If you're sick please stay home and get better

Ok. I'll keep you updated.



Text Message





Arielle >

Sounds good

Wed, May 3 at 6:56 AM

I feel a little better, but still coughing quite a bit. My oldest is home sick now.

O no!!! That is tough! I hope y'all get to feeling better

I am super sorry!

No worries!

If I need your expertise I'll text you lol

I found copies of all but 2 transactions. The transactions totaling \$27.34 & \$65.50 i would normally email rob & ask him if he had the receipt.

But you can code them to 2000-1 & i can correct it once i find them tomorrow.

Good morning! Thank you!



Text Message





Arielle >

Sounds great! Thank you!

No problem. Thank you!!!

Tue, May 9 at 8:22 AM

Did she mention what time they r meeting?

I think they cancelled

Leigh is back here we just set up the meeting room

Nvm im on my way back

Thu, May 11 at 9:36 AM

I am taking a sick day [redacted] is not feeling well

Okie Dokie. Get some rest :)

She has strep 🤒

Oh no! Bless your heart. I so sorry!

Mon, May 15 at 7:10 AM



Text Message





Arielle >

Mon, May 15 at 7:19 AM

I will not be in today. I got like 3 hours of sleep last night and Saturday. I'll be in tomorrow

K. I hope you get some sleeps.

Thanks!

Wed, May 17 at 9:28 AM

I'm downstairs with [REDACTED] field trip

Yay! 🎉

Wed, May 17 at 4:14 PM

I switched to adobe redacting. It's still showing everything

Ok

Thu, May 18 at 8:15 AM

Im going to be in at 10 today since I have third thursday tonight.



Text Message





Arielle >

Ok!

Thu, May 18 at 10:05 AM

K more like 10:15. I needed ☕

😂😂😂 take your time

Mon, May 22 at 12:54 PM

I almost passed out. Imma grab some food & ill be there. Just gunna take an extended lunch.

What the heck!!

Girl take care!

Wed, May 24 at 10:52 AM



Ordered 500 checks to be shipped to SCL \$206.99....no receipt available. Direct withdraw from first security account. (Sending so i dont forget)

Wed, May 24 at 4:22 PM



Text Message



9:27



AW

Arielle >

Wed, May 24 at 4:22 PM

I'm finishing up 2020 lol I'm going to work on it tonight. Is there anything that you need me to do for you while you're out?

Im so sorry. I plan on coming in tomorrow in the morning for a bit & i can let u know better then. I really don't think anything needs to be done reg duty wise bc i can make up invoices for 2 days really easily.

Good deal!