



# Baldwin County Commission

## Legislation Text

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File #: 24-0810, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 7/16/2024  
**Item Status:** New  
**From:** Roger H. Rendleman, County Administrator  
**Submitted by:** Victoria Key, Administrative Support Specialist

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### **ITEM TITLE**

Employment Contract for Librarian of Public Law Library

### **STAFF RECOMMENDATION**

As requested by the Presiding Judge of the Circuit Court of Baldwin County, approve and authorize an Employment Contract between the Baldwin County Commission and Lynn Biles applicable to the position of Librarian of the public law library at an annual compensation of \$45,468.00.

The effective date of this Employment Contract shall be August 2, 2024. This Employment Contract shall continue in full force and effect through and including August 3, 2025.

### **BACKGROUND INFORMATION**

#### **Previous Commission action/date:**

September 18, 2023 - Approved the Employment Contract between the Baldwin County Commission and Lynn Biles applicable to the position of Librarian of the public law library.

**Background:** A request was received on July 1, 2024, from the Honorable Judge Stankoski, Presiding Circuit Judge, for the employment contract for Lynn Biles, Law Librarian, to be renewed with a salary of \$45,468.00.

The Baldwin County Bar Association will reimburse the Law Library Fund each month in the amount of \$825.00 plus social security (7.65%) and retirement (7.32%) making the total current reimbursement \$948.50 monthly.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$45,468.00 annual compensation

**Budget line item(s) to be used:** 74010740.51130 (Salaries and Wages)

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

N/A

## **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

## **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

## **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Commission Administration; Personnel

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

Administration:

1) Ensure full execution of employment contract as soon as approved. Coordinate with contract employee and Presiding Judge to sign.

2) Provide a copy of the fully executed contract to the employee via email, original contract to Deidra Hanak, Personnel Director, copy kept in Admin. contract files with note re: where original is filed.

Cc: Beth Hodges, Roger Rendleman, Aislinn Stone, Christie Bezoari, Deidra Hanak, Presiding Judge Stankoski

3) Upload contract to Contracts Online.

4) Update Contract Employee List with contract approval dates and relevant info (if applicable).

**Additional instructions/notes:** N/A