

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
January 9th, 2020

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM November 14th, 2019
- III. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - a. Budget Proposal
 - 3. Marketing and Public Relations
 - a. Con Reviews
 - 4. Policy Review
 - a. Inclement Weather
- IV. COMMUNICATIONS
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Meeting dates for 2020: March 12, May 14, July 9, September 10, November 12
- VII. LIBRARY DIRECTOR EVALUATION
- VIII. ADJOURN

White House Library Board Meeting
November 14, 2019
Billy S. Hobbs Municipal Building

I. CALL TO ORDER: 7:02 p.m.

A. Roll call of Trustees: Katy Hornbeck, Andrew Armstrong, Emmie Seals, Linda Silver, and John Corbitt. Also Present: Library Director Elizabeth Kozlowski and Red River Regional Director Cecilie Maynor.

B. Welcome Visitors: Caleb Carroll.

II. APPROVAL OF MINUTES FROM September 12, 2019: Emmie Seals motions to approve. Andrew Armstrong seconds. All approve.

III. COMMUNICATIONS: None.

IV. REPORTS

A. Regional Director

(1) MOE from White House Library was received; however, it has not been approved yet. (2) Our state standard list will be emailed to the Library Director. There will be an option to apply for a grant that can be used for any training or hot spot. (4) PLA National Conference will be in Nashville. Trustees can sign up to attend exhibits. (5) There is now a mentorship program through the Regional Office for librarians to mentor and/or be mentored. The White House Library Director will utilize this program to be mentored by a librarian of a larger library.

B. Library Director

1. Monthly Reports *Note: The Library Director was in South Korea during parts of October; therefore, her assistant wrote the monthly report for September.

a. September (1) The group consisting of the library director, children's librarian and circulation clerk had a table at the One Community Sumner County Volunteer Fair and provided information and answered questions for fair attendees about the library's volunteer program. The fair attracted retirees rather than young adults. Changes will be made in the future if the Fair is held again. (2) The Library Supervisor attended the Tennessee Academy for Library Leadership training, gaining information on handling employees, HR and library laws, and communicating with different stakeholders of the library. (3) The Library Director attended NIMS training covering incident command systems for expanding incidents. (4) The Library Circulation Clerk attending a circulation roundtable at the regional library discussing how to handle disgruntled patrons, accepting donations, working with the homeless as they utilize libraries as a safe space, and the increase of drug overdoses (use of Narcan to counteract). (5) Tween events have been added to the library calendar. This will hopefully attract young people that have fallen between the "kid programs" and the "teen programs."

b. October (1) The Library Supervisor attended the trustee workshop with Katy Hornbeck on October 1st. They learned how to conduct a board meeting, different ways to meet the public notice requirements, and discussed ways to handle public comments during board meetings. (2) The Library Director and several staff attended the 2nd Annual breakfast with a Firefighter. This was a nice way to meet our first responders. (3) The Library Director attended a REdi foundation meeting. The group attending discussed what type of

education programs to provide to the community as well as hiring a part time director to help support these programs. (4) The Children's Librarian attended the summer reading conference. There, she got a lot of good resources on different program ideas, advertising methods, and collaborating with other libraries. (5) The library held a Costume Contest and a Haunted Room event for Halloween. This event was a success and patrons hope this will be an annual event. (6) Twenty additional Steam Packs were added to circulation.

2. Upcoming Events: Food for Fines Week is occurring right now through Monday, November 18. The Annual Library Open House will be on December 5th.

3. Budget: Part-Time Wages continue to be a line item the Library Director is intentionally keeping an eye on. It is higher than it should be; however, more trainings have been occurring than usual. The tech grant will be utilized to purchase small items of equipment.

4. Image Evaluation: The Library is waiting for more evaluations to be turned in.

5. Patron Card Purge: All of 2015 and 2016 inactive users will be purged. With this purge (1,769 borrowers are to be deleted), 53% of the community will still have a library card. Andrew Armstrong motions to purge those inactive users. Katy Hornbeck seconds. All approve.

6. Fall Fandom Fest Review: The Fall Fandom Fest was a success. If this is held in the future, the library staff feels that more advertising may attract additional patrons. Patrons have expressed that the Costume Contest, Haunted Room, and Photo Booth with the Green Screen were enjoyed.

a. Fandomcon Date: The date for Fandomcon 2020 was discussed for either June 6, June 13, or an earlier date of May 30. After deliberation, Linda Silver motioned for the event to be held on June 6. Andrew Armstrong seconded the motion. All approved.

C. COMMITTEES

1. Executive Committee

a. Emergency Action Plan: The Executive Committee met on October 29 to discuss the Library's Emergency Action Plan. A White House firefighter also attended the meeting. The plan is thorough, well written out, and concise. An inclement weather plan is still being written which will be included with this plan in the future.

2. Finance and Budget Committee did not meet.

3. Marketing and Public Relations Committee did not meet.

4. Policy Review Committee

a. Policy Update: A policy update for the reservation of study rooms now includes this: Reserved rooms will only be held 30 minutes passed their reservation time unless a patron calls to say he/she is on the way. Then the room may be held for an additional 30 minutes. Two times of no shows means you are no longer allowed to reserve a study room. Emmie Seals motions to approve this addition to the policy. Andrew Armstrong seconds. All approve.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS: Money that has been collected from the new copier will go to the Friends at the Library.

VII. Adjourn: 7:59 p.m. Emmie Seals motions to adjourn. Linda Silver seconds. All approve.

White House Library Monthly Report
November 2019
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended the Young Adult Library Services Association conference. The three day conference included workshops on different teen programs, ways to interact with teens, and books that cover different hot topics. The library director was able to bring back close to a suitcase full of free books from the conference.

The library also had its two fall fest celebrations in November. The first one was on Saturday, November 2nd and the second one was on November 9th. Each day had button making, a scavenger hunt, and the green screen. There was a Lego Building contest on November 2nd. On the 9th, the library had video games, escape boxes, and LARPing. Both days had over 50 people in attendance. The library does not have very good attendance with Saturday events, so the staff feel like both were a success.

The library director attended a One Community Sumner County meeting on November 12. At the meeting, the group discussed how each library type: School, Public, Academic, could help each other more. The group also elected new officers to each position. The one school librarian and the WH library director became co-chairs of the group.

The library board met on November 14th. The board voted on a date for the 2020 Fandomcon, an update to the study room policy, and accepted the Executive committee's proposed Emergency action plan.

The library director attended a strategic planning workshop at the regional library. The workshop helped explain how to incorporate your governing's body's strategic plan into the library's plan. The library director got some good ideas from this workshop that she hopes she can use in the future. After the workshop, the director went and met her mentor, library director Martha Hendricks of Clarksville. The two talked about different library related issues such as resources on websites, school partnerships, etc. The library director is happy to have this mentorship opportunity.

The library director, assistant director, children's librarian, and library assistant had a meeting to discuss starting a Summer Reading Internship program. The group discussed when the program would run, what type work they would perform, and when we would stop accepting applications. The group will meet again in December to continue to get this program going.

The library director met with the owner of WH Music and More. She would like to have a music related program for children ages 3-5 once a month. This program will start in January for a trial run.

The Assistant Director from the region visited the library on November 20. She was able to train one of the library's new employee on READS and TEL as well as attend one of the library's staff meetings.

The library director attended a meeting with the city administrator and the finance director about the library copiers. The city would like to use the state contract for future copier leasing and would like the

friends to handle the coin vending machines. The director met with the friends and they are willing to do this, but would like a memorandum of understanding before proceeding. Once an agreement is made, the library will move forward with leasing new copiers.

Department Highlights

The highlights for the month were the many training sessions the library was able to go to, the success with the fall fest, getting an emergency plan in place, and progress being made on the copiers and Summer Reading Internship.

White House Public Library November 2019 Performance Measures

Official Service Area Populations

2015	2016	2017	2018
13,616	13,714	13,833	14,035

November Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2015	113	430	10,456	76
2016	67	339	11,737	85
2017	60	421	6,943	50
2018	73	194	8,204	58
2019	74	207	9,355	67

The library did a purge of inactive users in July of 2017 since people move and pass away. This purge helps to better reflect the number of people that are actually using the library. Even with this purge, more than half of the city population still have a library card, which is the goal of most libraries.

Total Material Available: 36,161

Estimated Value of Total Materials: \$904,025

Last Month: \$887,050

Total Materials Available Per Capita: 2.58

Last Month: 2.53

State Minimum Standard: 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items. The library is currently exceeding and wants to continue to do so as we need to keep up with the growth of the city.

Materials Added in November

2015	2016	2017	2018	2019
99	318	242	230	311

Yearly Material Added

2015	2016	2017	2018	2019
2,830	3,674	3,602	3,004	3,700

Physical Items Checked Out in November

2015	2016	2017	2018	2019
3,936	4,522	4,800	4,313	4,393

Cumulative Physical Items Check Out

2015	2016	2017	2018	2019
44,630	63,252	63,421	59,017	61,058

November

Miscellaneous Items	2015	2016	2017	2018	2019
Technology Devices	7	33	66	48	65
Study Rooms	84	98	57	117	65
Lego Table	0	65	281	54	163
Games and Puzzles	0	44	48	57	77
Seeds	0	7	5	0	6
Test Proctoring	0	1	0	9	6

Yearly Totals

2015	2016	2017	2018	2019
81	299	585	597	488
300	821	828	1,000	1,157
145	2,094	2,643	1,808	2,086
0	510	528	690	819
0	82	1,197	586	332
*	9	56	149	150

Charging Station	0	0	6	9	8
STEAM Packs	*	*	*	22	37
Cake Pans	*	*	*	*	2
Notary Services	*	*	*	*	9

*	26	86	84	128
*	*	*	133	283
*	*	*	6	17
*	*	*	*	14

November

Library Use	2016	2017	2018	2019
Library Visits	*	*	3,746	3,891
Website Usage	*	*	874	1,372
Library Volunteers	26	15	20	24
Volunteer Hours	175	117	125	183

Yearly Totals

2016	2017	2018	2019
*	*	52,565	51,416
*	*	2,517	15,577
251	214	173	174
1,665	1,546	1,337	1,512

Universal Class November Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
1	0	5	12	2

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	23	50	655	452
2019	27	49	382	216

Universal Class is the database that the library purchased in July of 2017. Since the database subscription was used a good amount throughout the year, the library renewed its subscription in July of 2018. Thus, the library will offer this resource for another year.

Computer Users

November	2015	2016	2017	2018	2019
Wireless	525	903	798	609	443
Adult Computers	370	351	279	336	292
Kids	206	165	139	145	136

Yearly Computer Users

2015	2016	2017	2018	2019
3,704	8,367	8,725	9,024	7,005
3,882	4,640	4,135	4,314	3,958
1,857	2,136	2,209	1,970	1,905

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	0	60	6	4	2

Monthly

November Kids	Kids Sessions	Kids Attendance
2015	11	136
2016	15	181
2017	8	185
2018	11	182
2019	9	202

Yearly Totals

Kids Sessions	Kids Attendance
96	1,743
178	2,988
181	4,268
146	4,260
145	3,756

In November, the library held 3 toddler story times, 3 preschool story times, 1 stitch club and 2 crafternoon/movie programs.

Monthly

Nov.	Teen Events	Teens Present
2015	4	28
2016	3	12
2017	4	30
2018	5	11
2019	3	15

Yearly

Teen Events	Teens Present
16	87
69	187
47	481
80	430
65	388

November

Tween Events	Tweens Present
1	4

Yearly

Tween Events	Tweens Present
9	43

The library held 1 teen advisory board meetings, 1 creative writing game night, 1 Lego building contest each for teens and tweens and 1 cosplay/sewing club.

Monthly

November Adults	Adult Sessions	Adult Attendance
2015	5	17
2016	6	9
2017	9	29
2018	12	115
2019	10	27

Yearly

Adult Sessions	Adult Attendance
25	294
61	662
145	689
166	725
146	811

The library held 2 device advices, 3 art classes, 1 stitch club, 1 garden club, 1 photography club and 2 book club meetings in November.

Interlibrary Loan Services

November	2015	2016	2017	2018	2019
Borrowed	35	25	15	54	59
Loaned	18	12	20	43	36

Yearly Interlibrary Loan Services

2015	2016	2017	2018	2019
303	668	562	643	800
253	249	305	375	873

November 2019 R.E.A.D.S. Totals

Adults	Juvenile
1,764	78

19-20 Yearly Totals

Adult	Juvenile
9,536	597

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly

Adult	Juvenile
15,773	725

The READS statistics come from the state.

White House Library Monthly Report

December 2019

Submitted by Elizabeth Kozlowski

Summary of Activities

The library had its Open House on December 5th. The library started the event 30 minutes earlier, had hot cocoa outside and there was an extra choir during the entertainment. The event was a huge success with close to 1,000 people coming to the event.

The library director attended the retirement reception for the Portland Public Library manager on December 6th. Both the director and manager would ask for advice and help each other on a number of different issues since their libraries and staff were similar in size.

The library director participated in the Chamber's Running of the Elves event on December 7th. In addition, one library staff member walked in the Christmas parade and handed out bookmarks.

The library director attended the Chamber's Christmas Open House event on December 10th.

The library director, children's librarian, library assistant, and library supervisor had their second meeting to discuss the Summer Reading Internship Program on December 17th. The group discussed the potential application, rules and code of conduct for those selected, and the interview questions. The group decided to work on advertising and training guidelines as the next step in the process. The group hopes to have everything ready to go and given to the schools by March.

The same group above also met on December 17th to discuss the school year reading program. This was the first meeting this group had on this topic. The group talked about what ages they wanted the program to target, what the goal of the program is, and how the program would work. They decided they will try to target ages 8-13, but still make the challenge something younger or older kids could complete. There will be four challenges for the kids to do, each one utilizing different things in the library. The group is still working out the details of all of the challenges, but they did decide that this program would not run during the summer, just the school year calendar.

The library director hosted a One Community Sumner County meeting on December 18th at the White House Public Library. The group discussed different things they would like from each library type, e.g. know what reading scale the elementary schools use, etc. The group had a long list of things they would like to explore more as possible ways to help each other such as providing seeds for school gardens and hosting a professional development day at Vol. State. The group will meet again to narrow down the list and decide which ones to focus on.

Department Highlights

The highlights for the month was the success made at the many different meetings. The library staff's goal is to get both the Summer Reading Internship and school year reading program ready by this July. In addition, the OCSC group will also help provide the library staff with other benefits that the staff would not have had on their own.

**White House Public Library
December 2019
Performance Measures**

Official Service Area Populations

2015	2016	2017	2018	2019
13,616	13,714	13,833	14,035	14,202

December Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2015	84	247	10,453	77
2016	53	236	11,788	85
2017	44	320	6,986	50
2018	62	219	8,262	58
2019	41	211	9,392	67

The library did a purge of inactive users in July of 2017 since people move and pass away. This purge helps to better reflect the number of people that are actually using the library. Even with this purge, more than half of the city population still have a library card, which is the goal of most libraries.

Total Material Available: 36,329

Estimated Value of Total Materials: \$908,225

Last Month: \$904,025

Total Materials Available Per Capita: 2.58

Last Month: 2.58

State Minimum Standard: 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items. The library is currently exceeding and wants to continue to do so as we need to keep up with the growth of the city.

Materials Added in December

2015	2016	2017	2018	2019
355	355	154	119	247

Yearly Material Added

2015	2016	2017	2018	2019
2,830	3,674	3,602	3,004	3,947

Physical Items Checked Out in December

2015	2016	2017	2018	2019
3,558	3,676	3,512	3,512	4,464

Cumulative Physical Items Check Out

2015	2016	2017	2018	2019
44,630	63,252	63,421	59,017	65,522

December

Miscellaneous Items	2015	2016	2017	2018	2019
Technology Devices	12	33	59	47	26
Study Rooms	56	54	69	82	81
Lego Table	145	247	120	83	103
Games and Puzzles	0	41	43	53	87
Seeds	0	20	1	0	1
Test Proctoring	0	0	4	3	8
Charging Station	0	20	10	6	27
STEAM Packs	*	*	*	15	25
Cake Pans	*	*	*	6	8
Notary Services	*	*	*	*	2

Yearly Totals

2015	2016	2017	2018	2019
81	299	585	597	514
300	821	828	1,000	1,238
145	2,094	2,643	1,808	2,189
0	510	528	690	906
0	82	1,197	586	333
*	9	56	149	158
*	26	86	84	155
*	*	*	133	308
*	*	*	6	25
*	*	*	*	16

December

Library Use	2016	2017	2018	2019
Library Visits	*	*	3,911	4,252
Website Usage	*	*	836	1,358
Library Volunteers	26	12	17	19
Volunteer Hours	143	84	98	146

Yearly Totals

2016	2017	2018	2019
*	*	52,565	55,728
*	*	2,517	16,935
251	214	173	193
1,665	1,546	1,337	1,658

Universal Class December Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	7	2	1

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	23	50	655	452
2019	27	50	384	217

Universal Class is the database that the library purchased in July of 2017. Since the database subscription was used a good amount throughout the year, the library renewed its subscription in July of 2018. Thus, the library will offer this resource for another year.

Computer Users

December	2015	2016	2017	2018	2019
Wireless	498	691	705	511	423
Adult Computers	303	282	225	328	270
Kids	139	137	88	118	114

Yearly Computer Users

2015	2016	2017	2018	2019
3,704	8,367	8,725	9,024	7,428
3,882	4,640	4,135	4,314	4,228
1,857	2,136	2,209	1,970	2,019

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	0	60	7	5	2

Monthly

December Kids	Kids Sessions	Kids Attendance
2015	6	201
2016	10	98
2017	8	121
2018	12	177
2019	9	445

Yearly Totals

Kids Sessions	Kids Attendance
96	1,743
178	2,988
181	4,268
146	4,260
154	4,201

In December, the library held 3 toddler story times, 3 preschool story times, and 3 crafternoon/movie programs. One of the reasons for the large number of children attendance is because there were many children at the Christmas Open House.

Monthly

Dec	Teen Events	Teens Present
2015	3	15
2016	1	2
2017	2	16
2018	2	2
2019	3	115

Yearly

Teen Events	Teens Present
16	87
69	187
47	481
80	430
68	518

December

Tween Events	Tweens Present
1	107

Yearly

Tween Events	Tweens Present
10	150

The library held 1 creative writing game night, 1 cosplay club, and a winter ball for the teens. The library held a craft night for the tweens. Some of the reason for the large number of attendees for teens and tweens is because a number of them attended the Christmas Open House

Monthly

December Adults	Adult Sessions	Adult Attendance
2015	2	158
2016	8	399
2017	9	41

Yearly

Adult Sessions	Adult Attendance
25	294
61	662
145	689

2018	9	284
2019	11	532

166	725
157	1,343

The library held 3 device advices, 3 art classes, 1 garden club, 1 photography club, 2 book club meetings and its Christmas Open House. The open house was well received with about 1,000 people attending the event.

Interlibrary Loan Services

December	2015	2016	2017	2018	2019
Borrowed	23	44	27	47	66
Loaned	20	20	23	35	15

Yearly Interlibrary Loan Services

2015	2016	2017	2018	2019
303	668	562	643	866
253	249	305	375	888

December 2019 R.E.A.D.S. Totals

Adults	Juvenile
1,953	95

19-20 Yearly Totals

Adult	Juvenile
11,489	692

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly

Adult	Juvenile
15,773	725

The READS statistics come from the state.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	January 2020	CLOSING AT 5:00 PM FOR NEW YEARS EVE....	1 Closed New Years Day	2 (ADULT) Stitch Club 4:00 pm	3	4
5	6 <u>Adult Art Class 11:00 am</u> (KIDS) <u>Movie Monday 4:00 PM</u> LION KING (LIVE ACTION) (ADULT) <u>DEVICE ADVICE:</u> 2-3:30 or 5:30-7:00 pm BY APPOINTMENT ONLY	7 (KIDS) TODDLER TUESDAY <u>Storytime: 10:30 am</u> (Teens) TAB @ 4:00PM <u>Teens Creative Writing Fiction</u> Characters New Year's Resolution 4:30 PM	8 (KIDS) Preschool Wednesday 10:30 am	9 (KIDS) AGES (3-5) MUSIC & FUN 10:30 AM (ADULT) <u>Mystery Readers:</u> 4:00 pm Open Season By CJ Box	10	11
12	13 <u>Adult Art Class 11:00 am</u> (Kids) <u>Crafternoon: 4:00 pm</u> Rafiki mask (ADULT) <u>DEVICE ADVICE:</u> 2-3:30 or 5:30-7:00 pm BY APPOINTMENT ONLY	14 (KIDS) TODDLER TUESDAY <u>Storytime: 10:30 am</u> Tweens/Game On! 4:30 pm Board game Fun 8-12 yr. olds Cosplay Sewing Club (Teens) @ 4:30PM	15 (KIDS) Preschool Wednesday 10:30 am	16 (ADULT) <u>Garden Club: 4:00 PM</u> (Adult): <u>Photography Club</u> 6:30 PM	17	18
19	20 Closed Martin Luther King Jr. Day	21 (KIDS) TODDLER TUESDAY <u>Storytime: 10:30 am</u> <u>Teens :Build A Human</u> Snowman 4:30 PM	22 (KIDS) Preschool Wednesday 10:30 am	23	24	25
26	27 <u>Adult Art Class 11:00 am</u> (Kids) <u>Movie Monday 4:00 pm</u> Angry Birds (ADULT) <u>DEVICE ADVICE:</u> 2-3:30 or 5:30-7:00 pm BY APPOINTMENT ONLY	28 (KIDS) TODDLER TUESDAY <u>Storytime: 10:30 am</u> Tweens/Game On! 4:30 pm Board game Fun 8-12 yr. olds Cosplay Sewing Club (Teens) @ 4:30PM	29 (KIDS) Preschool Wednesday 10:30 am	30 (Adult): <u>BOOKWORMS</u> <u>BOOK CLUB:</u> 10:00 AM News of The World By Paulette Jiles	31	



White House, TN

Monthly Draft Report Account Summary

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	197,109.00	197,109.00	15,162.51	98,316.38	98,316.38	98,792.62
110-44800-114	Libraries - Part Time Wages	17,546.00	17,546.00	999.47	9,705.54	9,705.54	7,840.46
110-44800-117	Libraries - Annual Longevity Pay	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00	500.00
110-44800-130	Libraries - Employee Benefits	17,072.00	17,072.00	1,402.23	8,476.22	8,476.22	8,595.78
110-44800-142	Libraries - Hospital & Health Insurance	59,508.00	59,508.00	4,913.80	25,770.64	25,770.64	33,737.36
110-44800-143	Libraries - Retirement	10,999.00	10,999.00	830.90	5,375.11	5,375.11	5,623.89
110-44800-144	Libraries - Dental Insurance	2,266.00	2,266.00	25.00	150.00	150.00	2,116.00
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	182.00	182.00	818.00
110-44800-147	Libraries - Unemployment Insurance	480.00	480.00	4.01	38.85	38.85	441.15
110-44800-148	Libraries - Employee Ed. & Training	900.00	900.00	0.00	579.00	579.00	321.00
110-44800-200	Libraries - Contractual Services	19,000.00	14,476.00	299.90	4,966.74	6,963.31	7,512.69
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	18.00	183.71	183.71	91.29
110-44800-230	Libraries - Subscriptions / Dues	12,000.00	12,000.00	207.74	8,289.74	8,289.74	3,710.26
110-44800-231	Libraries - Publication Of Notices	500.00	500.00	0.00	215.25	350.00	150.00
110-44800-235	Libraries - Memberships / Tuition	300.00	300.00	0.00	0.00	0.00	300.00
110-44800-241	Libraries - Electric	35,159.00	35,159.00	3,070.38	18,163.74	18,163.74	16,995.26
110-44800-242	Libraries - Water	660.00	660.00	42.36	270.62	270.62	389.38
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	74.54	471.90	471.90	548.10
110-44800-245	Libraries - Telephone And Telegraph	3,600.00	3,600.00	117.09	1,585.81	1,585.81	2,014.19
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	323.64	323.64	324.36
110-44800-265	Libraries - R & M Grounds & Grd. Imprv.	3,000.00	450.00	0.00	0.00	0.00	450.00
110-44800-266	Libraries - R & M Buildings	5,040.00	6,090.00	49.44	4,465.84	4,516.98	1,573.02
110-44800-280	Libraries - Travel	375.00	375.00	0.00	185.58	185.58	189.42
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	101.34	228.34	378.34	521.66
110-44800-310	Libraries - Office Supplies And Materials	3,000.00	3,000.00	412.12	1,424.42	1,537.34	1,462.66
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	0.00	1,576.02	6,968.55	331.45
110-44800-320	Libraries - Operating Supplies	6,000.00	6,000.00	0.00	1,606.88	1,606.88	4,393.12
110-44800-324	Libraries - Household & Janitorial Sup.	1,500.00	1,500.00	0.00	481.95	494.45	1,005.55
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	77.37	77.37	442.63
110-44800-345	Libraries - First Aid Supplies	25.00	25.00	0.00	0.00	10.00	15.00
110-44800-347	Libraries - Books	6,000.00	4,000.00	0.00	2,054.84	2,434.20	1,565.80
110-44800-348	Libraries - Audio Books	3,500.00	3,500.00	0.00	3,000.00	3,000.00	500.00
110-44800-349	Libraries - DVDs	2,500.00	2,500.00	0.00	840.16	1,419.32	1,080.68
Function: 44800 - Library Total:		422,202.00	414,178.00	29,784.77	201,006.29	209,825.22	204,352.78
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	31,938.00	31,938.00	2,456.00	15,934.45	15,934.45	16,003.55
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	500.00	500.00	500.00	0.00
110-44880-130	Children's Libr. - Employee Benefits	2,601.00	2,601.00	239.99	1,335.79	1,335.79	1,265.21
110-44880-142	Children's Libr. - Hospital & Health Insur...	8,012.00	8,012.00	657.32	3,335.19	3,335.19	4,676.81
110-44880-143	Children's Libr. - Retirement	1,783.00	1,783.00	134.58	869.88	869.88	913.12
110-44880-144	Children's Libr. - Dental Insurance	89.00	89.00	5.00	30.00	30.00	59.00
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	0.00	0.00	200.00
110-44880-147	Children's Libr. - Unemployment Insura...	48.00	48.00	0.00	0.00	0.00	48.00
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	15.00	15.00	35.00
110-44880-200	Children's Libr. - Contractual Services	1,200.00	1,200.00	0.00	200.00	200.00	1,000.00
110-44880-300	Children's Libr. - Supplies	1,000.00	1,000.00	160.32	410.72	715.14	284.86

Monthly Draft Report

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110-44880-347	Children's Libr. - Books And Audio Books	2,000.00	2,000.00	369.00	369.00	819.33	1,180.67
	Function: 44880 - Children's Library Total:	49,421.00	49,421.00	4,522.21	23,000.03	23,754.78	25,666.22
	Expense Total:	471,623.00	463,599.00	34,306.98	224,006.32	233,580.00	230,019.00
	Fund: 110 - General Fund Total:	471,623.00	463,599.00	34,306.98	224,006.32	233,580.00	230,019.00
	Report Surplus (Deficit):	-471,623.00	-463,599.00	-34,306.98	-224,006.32	-233,580.00	-230,019.00

Budget proposal 2020-2021

Main Library Budget

Function	Line	Description	2018 Budgeted	2018 Actually spent	2019 Budgeted	2019 Spent	2020 Budgeted	2021 Proposed	
44800	112	Overtime	\$0	\$0	\$0	\$0	\$0	\$1,231.50	
44800	114	Part time wages	\$43,160	\$39,031	\$19,347	\$26,937	\$17,546	\$30,000	
44800	231	Public Notices	\$308	\$413	\$836	\$468	\$500	\$ 870	
Total Increase								\$14,055.50	\$14,455.50

- Overtime lines give each full time employee 10 hours of overtime for the year.

Children's Librarian's Budget

Function	Line	Description	2018 Budgeted	2018 Actually spent	2019 Budgeted	2019 Spent	2020 Budgeted	2021 Proposed
44880	200	Contractual Services	\$900	\$725	\$1,200	\$1,055	\$1,200	\$1,400
44880	300	Supplies	\$800	\$1,212	\$1,000	\$862	\$1,000	\$1,200
Total Increase								\$400

CIP Projects: Two different options

- Option 1: ask the city to fund the outdoor reading space. Put it in the green space between the library and the parking spot.
 - Pros: We would have a big space with more features, we could probably use it for outdoor programs.
 - Cons: Kids might leave their kids at the splash pad or playground to go to the reading space and the city would not be able to use that space for the farmer's market.
- Option 2: see if the friends will get a grant from the memorial foundation to re-do the patio area outside the café to become an outdoor reading/internet space.
 - Pros: We could do outdoor programs there, the café might get more business, hopefully it could all be paid for with a grant.
 - Cons: The space is smaller, our programs could conflict with café customers sitting outside, café can't really expand.

White House Library Inclement Weather Policy

The White House Library is a public service institution, and every effort is made to maintain regular hours for the public. The library will be closed only when weather conditions deteriorate to the point where emergency situations prevail. The library will not automatically close or delay opening based on another institution's actions.

The director and city administrator will make a decision on opening late or not opening the facility all together. Once the decision has been made, the library director will contact all library staff and inform them of the decision. The director will then post the closing or opening late on social media and change the phone recording.

The decision for the library to close earlier than normal will be based upon:

- i. Are the city offices still open?
- ii. Requests for closure by local, county or state law enforcement agencies.
- iii. General conditions of roads in the service area.
- iv. Staying at the library would compromise staff safety.
- v. The availability of staff to come in and operate the library is prohibited. Minimal staffing levels are defined as two librarians. The library can operate with a reduced staff when the number of customers is expected to be abnormally low.

Library staff must notify the Director of any decision to leave/close early.

Notices of closing early should be posted on the online resources and phone system. The **Closed Due to Severe Weather** sign should be posted on the doors.

In the event an employee does not work his/her shift because of inclement weather, he/she must take vacation time or time off without pay. Employees may not take a sick day.

**City of White House
Library Director**

Performance Evaluation

Evaluated by:	Position:
Date of Evaluation:	Period of Evaluation:

For each category, please rate the Library Director's performance as one of the following, and provide comments as warranted:

(5) Outstanding – Performance is consistently above job requirement

(4) Highly Effective – Performance meets all job requirements and in many cases exceeds them

(3) Satisfactory – Performance consistently meets job requirements and standards

(2) Improvement Needed – Performance reflects partial or inconsistent achievement of job requirements and standards

(1) Unsatisfactory – Performance consistently fails to meet job requirements and standards; significant improvement required if job is to be retained

(0) Unable to Rate – Library Director is new and/or individual providing rating has insufficient information to provide an evaluation in this area

I. Job Performance Factors (Give rating and write comments)

___ 1. Grants and contracts:

- Grant proposals/contracts secured submitted and funded
- Grant goals met and reported quarterly or semi-annually to the funder
- Grants management-reporting timely and accurately under differing reporting guidelines (quarterly; semi-annually)
- Grant reviews – audit findings

Comments:

___ **2. Working with local programs:**

- Satisfaction/Effectiveness Surveys – completed annually
- Directors meetings and new director’s meetings
- Directors retreat held annually
- Visits with local programs – 13 programs each year are required in grant goals
- Daily technical assistance

Comments:

___ **3. Board relations:**

- Preparation for Board meetings
- Arranging Committee meetings prior to Board meetings is needed
- Updating Strategic Action Plans quarterly for Board review
- Sending Board Packets prior to meeting
- Board orientation for new Board members
- Communicating with Board with relevant information between meetings

Comments:

___ **4. Financial:**

- Following all fiscal policies to ensure audits with no findings
- Preparing financial reports for Board, grant proposals, etc.
- Preparing budget for upcoming fiscal year for Board review and approval
- Monitoring expenses
- Filing all required reports including W-2, 1099, 941, State Charitable Solicitations License, State Annual Report, Tax Exempt requirements
- Preparing billings/reports for funding sources

Comments:

___ **5. Networking:**

- Serving and participating on statewide/national committees
- Attending conferences
- Coordinating the Annual Meeting

Comments:

___ **6. Program Management:**

- Meeting standards for state programs
- Hiring, training, and supervising staff
- Evaluating staff annually
- Maintaining effective office space
- Ensuring adequate technology and supplies

Comments:

___ **7. Legislative Activities:**

- Promptly updating Network regarding federal and state legislation related to funding and/or programming
- Attending legislative committee meetings and present as requested
- Meeting with legislators
- Coordinating with legislative efforts
- Representing Network during Day on the Hill

Comments:

___ **8. Other Performance Standards:**

- Timeliness, deadline-focused
- Attendance, regular and reliable
- Quality of work product
- Communication skills

Comments:

II. Objectives for Future Performance

III. Professional Development Needs (Identify and indicate suggestions for helping the ED meet objectives)

IV. Other Comments

Attach self-assessment, if applicable.

_____ **Recommend for continued employment (Yes or No).**

Library Director Name

Library Director Signature

Date

Evaluator Name

Evaluator Signature

Date

City of White House

Evaluation Criteria

Employee Status:

Annual Performance Appraisal Meets Expectations

Yes↑

No↑

No Disciplinary Suspension Issued During Evaluation Period

Yes↑

No↑

Department Training Requirements Met

Yes↑

No↑

Worked Full 12 Month Evaluation Period

Yes↑

No↑

Human Resources Signature _____

Date _____

City Administrator Signature _____

Date _____