

White House Library Board Meeting Agenda  
Billy S. Hobbs Municipal Center  
Court Room  
January 13, 2022

- I. Call TO ORDER
  - A. Roll call of Trustees
  - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM September 9, 2021
- III. COMMUNICATIONS
- IV. REPORTS
  - A. Regional Director
  - B. Library Director
    - a. Monthly Reports
    - b. Upcoming events/updates
      - i. National Medal for Museum and Library Services
    - c. Budget
  - C. Committees
    - 1. Executive
    - 2. Finance and Budget
      - a. Proposed budget review
    - 3. Marketing and Public Relations
      - a. Con Review
    - 4. Policy Review
      - a. Policy update
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  - a. DIRECTOR'S EVULATION
- VII. ADJOURN

White House Library Board Meeting Minutes  
Bill S. Hobbs Municipal Center  
Court Room  
September 9, 2021

- I. CALL TO ORDER: 7:04 pm
  - A. Roll Call of Trustees: John Corbitt, Joyce Partain, Linda Silver, Katy Hornbeck, Cherry Richardson Absent: Andrew Armstrong, Amanda Smith
  - B. Welcome Visitors: Elizabeth Koxlowski, Cecilie Maynor, Jerry Herman
- II. APPROVAL OF MINUTES FROM May 13, 2021: Katy Hornbeck motioned to approve. John Corbitt seconded the motion to approve. All approved the minutes.
- III. COMMUNICATIONS: none
- IV. REPORTS
  - A. Regional Director: Public library survey is out. Every library in the country has to complete this. Some libraries in the state have started to close. The only one in our region that is closed is Humphrey County, but they are not closed for COVID reasons. Summer reading conference has gone virtual. It will be October 19. Census did a training this week on how to use information for strategic and long term planning. The Trustee workshop is going to be virtual on September 28.
  - B. Library Director
    - 1. TLC Updates: Working to move off sumner county server. Closed on sept 25 to move everything over. The process should be complete by the end of the month.
    - 2. Monthly Reports: The library director reviewed the monthly reports from May, June, July, and August. In May, she met with B&B signs to install the new sign, did a presentation on non-traditional lending items through the state, and applied for a story book grant that was received through governors early literacy council. Those are being printed now. 2021 physical items checked out were up from 2020. The library is still offering grab and go kits. In June, summer reading started with the Fandomcon event. Escape rooms went over really well. It was hot, but they continued to provide water. A sheep escaped from the petting zoo. It still has not been found. Terry Maggert did a special book talk for adults for summer reading. Physical items checked out continue to go up. The library put out STEAM packs again in June and they were well received. Even though face to face events were lower, this year's events were not separate events so the metrics are somewhat off when comparing 19 to 21. In July, the library hosted 4 programs for summer reading. They were all put on by city departments so the library did not have to pay for the programs.. Some of the programs were better received than the paid providers the library has used in the past. The library hosted a Christmas in July event and offered pictures with Santa. The library hosted a Marie Kondo organizing virtual event for adult

summer reading. A local author came to read her book and had 32 attendees. Summer reading metrics: there were fewer sign ups, but more participants. In August, the library resumed regular programs. Courtney is going to begin doing the same story time on Tuesdays and Wednesdays. Friends of the Library met on August 10. They have a paver sale going on through October 2. Replaced old shelf plaques. Carpets were cleaned on August 14. The upholstery was also cleaned in preparation for the google virtual tour. New library trustee, Cherry Richardson, was appointed. In August the library surpassed their pre-COVID numbers in several categories - physical items checked out, games & puzzles.

C. Upcoming events/updates

1. The library director reviewed the Fandomcon.

D. Budget

1. The budget looks different because they moved the children's library budget into the same lines.

E. State Standards 1. Due in July.

V. Committees

A. Executive: did not meet

B. Finance and Budget: did not meet

C. Marketing and PR: did not meet

D. Policy Review

1. Technology Plan: Added wireless printing and chrome books to the policy. Updated number of items that we have. Joyce Partain motioned to approve. John Corbett seconded the motion. All approved
2. Long Range Plan: updated because as things are accomplished they will come off of the plan. Linda Silver motioned to approve. Katy Hornbeck seconded the motion. All approved
3. Policy review: A policy was updated to allow the library to ban individuals from checking out certain types of items if they continue to lose or damage them. Katy Hornbeck motioned to approve the policy. Joyce Partain seconded the motion.

VI. UNFINISHED BUSINESS: none

VII. New Business

A. Office Election:

1. John Corbitt made a motion for Joyce Partain to be Chair. Linda Silver seconded the motion. All approved.
2. Joyce Partain made a motion for John Corbitt to be the Vice Chair. Linda Silver seconded the motion. All approved.
3. Linda Silver made a motion for Katy Hornbeck to be the secretary. Cherry Richardson seconded the motion. All approved.

B. Committees

1. Executive committee: Joyce Partain, John Corbitt, Katy Hornbeck
2. Budgeting committee: John Corbitt, Linda Silver, Katy Hornbeck
3. Marketing: Amanda Smith, Andrew Armstrong, Cherry Richardson
4. Policy: Joyce Partain, Andrew Armstrong, Linda Silver, Cherry Richardson C.  
Meeting Dates for 2022: January 13, March 10, May 12, July 14, September 8.  
The board will meet in November if a matter that needs to be addressed comes up. Katy Hornbeck motioned to approve. Linda Silver seconded. All approved.

VIII. MOTION TO ADJOURN at 7:58 John Corbett motioned to adjourn. Joyce Partain seconded. All approved.

**September 2021 White House Library Monthly Report  
Submitted by Elizabeth Kozlowski**

**Summary of Activities**

The library director met with individual staff members to go over the long-range plan and what their individual role is in meeting this plan.

The library director and library supervisor attended the second municipal management academy class offered by the city. This 8-class course will take place over 8 months. The training has been very helpful and the content will be utilized in the workplace.

The library director and her mentor, Martha at Clarksville Public Library, had a conference call meeting. The two discussed updates that have been happening at their library and COVID. Martha mentioned that unless the program numbers drop or she knows that a staff member contracts COVID from a library program, she is going to continue to hold face-to-face programs. The White House Library Director will probably follow a similar approach concerning library events.

The library now has a Veiled Chameleon as its mascot. The chameleon is named Larry and his cage sits at the circulation desk where patrons can see him. He is very popular and is staying healthy at the library. We hope to have Larry for many years to come.

The library director, catalog librarian and library assistant had a few meetings with TLC to discuss moving our library software from Sumner County to the cloud. The move was scheduled to take place on September 24 and 25. The library had to be closed to the public on September 25 for this move. The move went well. Right now the library is on a host server to make sure all the data was moved correctly and to remove any data from Sumner County that is not ours. Once all of Sumner County's data is deleted, then we will be moved to the cloud and our data will be removed from the Sumner County server. So the move is still in progress, but should be fully completed by the end of October.

The library director submitted the final report for the Dollar General Summer Reading Grant. That report finalizes all the requirements of that grant.

The library director attended the virtual trustee workshop on September 28. The director did learn a lot of new information and found the workshop to be very helpful. She will use some of the information from this workshop to better her relationship with her library trustees.

The library director attended two different meetings to discuss the Christmas open house. The city would like to combine the parade and open house into one event for the 50<sup>th</sup> celebration. The event will take place on a Saturday and the library will stay open later than normal. Pictures with Santa will be inside, but refreshments will be offered outside the library. The library staff will have an open craft in the story time room for kids to complete.

### Department Highlights

The highlights for the month were the progress made with moving the library system to the cloud, the meetings on the joint Christmas event for the 50<sup>th</sup> celebration, and getting Larry as our mascot.

### White House Public Library September 2021 Performance Measures

#### Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

#### Membership

September	2017	2018	2019	2020	2021
New Members	108	132	173	108	100
Updated Members	265	253	598	481	343
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,346
% of population with membership	86	51	59	66	51

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

**Total Material Available:** 38,933

**Estimated Value of Total Materials:** \$973,325

**Total Materials Available Per Capita:** 2.69

**State Minimum Standard:** 2.00

**Last Month:** \$969,525

**Last Month:** 2.68

#### Materials Added in September

2017	2018	2019	2020	2021
320	201	410	348	175

#### Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,287

#### Physical Items Checked Out in September

2017	2018	2019	2020	2021
5,632	6,190	5,099	5,147	6,049

#### Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	44,509

**Miscellaneous item checkouts**

September	2017	2018	2019	2020	2021
Technology Devices	38	43	33	31	61
Study Rooms	69	70	90	25	52
Games and Puzzles	37	64	63	96	116
Seeds	4	11	8	13	10
STEAM Packs	*	64	20	0	27
Cake Pans	*	*	0	3	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	532
828	1,082	253	305	241
528	743	222	955	919
1,197	586	112	302	797
*	148	61	25	100
*	6	1	28	20

**Library Services Usage**

September	2017	2018	2019	2020	2021
Lego Table	277	92	160	0	0
Test Proctoring	3	6	9	9	5
Charging Station	5	6	1	8	1
Notary Services	*	*	*	19	17
Library Visits	*	4,406	4,173	3,106	3,288
Website Usage	*	586	1,591	1,353	2,086
Reference Questions	5	3	5	8	10

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	99
86	90	19	47	28
*	*	16	88	107
*	52,565	55,728	30,007	28,782
*	2,517	16,935	17,977	20,850
115	59	77	60	49

**Library Volunteers**

September	2018	2019	2020	2021
Library Volunteers	13	13	4	8
Volunteer Hours	114	132	74	138

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	12
809	1,286	1,204	405

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

**Computer Users**

September	2017	2018	2019	2020	2021
Wireless	931	604	623	352	333
Adult Users	329	427	354	274	189
Kids Users	199	192	139	7	150

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	2,637
4,413	4,642	1,103	2,138	1,681
2,209	2,088	556	427	674

**Universal Class Counts**

September	
Sign ups	2
Courses started	1
Lessons viewed	8
Class Submissions	7

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	9
39	52	16	53	32
273	661	194	1,771	377
258	445	105	800	196

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	5	3
Yearly Sign-ups	29	60	81	91

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	14
500 Mark	2	2	0	2
Completion	0	1	2	4

**Face-to-face Kids Programs**

September	2017	2018	2019	2020	2021
Programs	16	13	12	4	12
Attendees	327	280	244	109	171
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	62
Attendees	4,268	4,260	4,201	1,185	1,604

**Virtual Kids Programs**

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	24	19
Views	4,182	230

**Grab & Go Kits**

September	2020	2021
Kits	9	0
Taken	177	0
Yearly	2020	2021
Kits	38	37
Taken	1094	1401

We did not put out as any grab & go kits as we are now having regular face-to-face movie and craft days. However, if COVID numbers go up, we will start offering these kits again.

**Face-to-face Teen Programs**

September	2017	2018	2019	2020	2021
Programs	4	6	4	0	0
Attendees	18	9	14	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

**Tween Face-to-Face Programs**

September	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

**Combined Face-to-Face**

September	2020	2021
Programs	4	4
Attendees	34	25
Yearly	2020	2021
Programs	11	23
Attendees	77	241

**Virtual Teen & Tweens**

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

**Grab & Go**

September	2020	2021
Kits	0	0
Taken	0	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we have not been putting out grab & go kits. If we get to where we cannot hold face-to-face programs, then we will go back to offering grab & go kits for teens.

**Face-to-face Adult Programs**

September	2017	2018	2019	2020	2021
Programs	12	11	14	3	8
Attendees	54	60	38	15	41
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	39
Attendees	689	1,009	1,343	214	270

**Virtual**

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	1
Views	4,972	20

**Device Advice**

Sessions	2019	2020	2021
September	*	0	0
Yearly	125	51	51

We had a special calligraphy class for Adults in September. It was well received and may be something we look at holding again in the future.

**Interlibrary Loan Services**

September	2017	2018	2019	2020	2021
Borrowed	37	50	97	58	57
Loaned	24	21	35	7	20

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	526
305	410	410	151	163

September	R.E.A.D.S
Adults	1,878
Juvenile	262

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	5,485
Juvenile	725	1,430	1,189	1,032	626

The READS statistics come from the state.

**White House Library Monthly Report**

**October 2021**

**Submitted by Elizabeth Kozlowski**

**Summary of Activities**

The library had a booth at Discover White House. Staff gave out library calendar of events, bookmarks and pencils. In addition, the library had plinko game for kids to play, a book author selling books, and a therapy dog for kids to read.

The friends of the library met on October 5<sup>th</sup>. The group discussed the paver sale, voted to purchase the library a veiled chameleon named Larry to be the library mascot, to sponsor a booth at the city's 50<sup>th</sup> celebration Christmas event, and to donate to the city for the library building at this event.

The director and library supervisor attended their third session of the Municipal Management Academy which covered Planning and Organizing.

A few staff members attended the community breakfast with a firefighter event on October 12. The library director also attended a ribbon cutting for Grace and Faith Consignment shop and the state of the city address by the Mayor.

The White House Library, Stokes Brown Library and TLC had a meeting to discuss the move from Sumner County to the cloud. The move went well with only a few issues that TLC was able to resolve. At the end of the month, TLC deleted the two library's data from the Sumner County Server. Thus, there is no issue of unauthorized data use by Sumner County.

The library director attended a virtual director's check-in with the region. The region discussed grants, databases, the helpdesk and things that have been happening around the region. In addition to the regional director's meeting, Cecilie also came to the White House Public Library to meet with Cherry Richardson for her Trustee orientation.

The children's librarian and circulation clerk attended the online summer reading conference. The two heard ideas for this year's summer reading theme: Oceans of Possibilities. In addition to the summer reading conference, the catalog librarian and library assistant attended TLCU, a conference that is put on by TLC to discuss the system, updates, etc. The catalog librarian actually presented during one of the catalog sessions. The two did learn some useful tips that they will be able to implement at our library.

The library participated in giving out candy to Growing Tree and Small Wonder daycares. The library also had a booth at the trail of treats. The event was held inside city hall and it provided a means for the library to give away all of small trinkets it had.

The library director attended another meeting to discuss the city's 50<sup>th</sup> celebration Christmas event. The group has a tentative schedule of events and knows that there is already a large amount of interest for it.

The library was nominated by Senator Blackburn's office for the National Medal for Museum and Library Services which is an award a library can receive from the Institute of Museum and Library Services. The director submitted the application for this award and is now waiting to hear the results.

### **Department Highlights**

The highlights for the month were being nominated for the award, getting successfully off the Sumner County Server, the booth at Discover White House, and the number of training session's staff attended.



**White House Public Library  
October 2021  
Performance Measures**

**Official Service Area Populations**

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

**Membership**

October	2017	2018	2019	2020	2021
New Members	73	92	94	81	64
Updated Members	575	270	267	295	298
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,407
% of population with membership	86	51	59	66	51

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

**Total Material Available:** 38,945

**Estimated Value of Total Materials:** \$973,625

**Last Month:** \$973,325

**Total Materials Available Per Capita:** 2.69

**Last Month:** 2.69

**State Minimum Standard:** 2.00

**Materials Added in October**

2017	2018	2019	2020	2021
501	263	480	233	126

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,413

**Physical Items Checked Out in October**

2017	2018	2019	2020	2021
5,737	6,360	5,499	5,001	5,618

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	50,127

**Miscellaneous item checkouts**

October	2017	2018	2019	2020	2021
Technology Devices	65	56	46	35	82
Study Rooms	67	106	86	17	51
Games and Puzzles	58	65	55	110	97
Seeds	10	0	10	10	16
STEAM Packs	*	46	36	0	23
Cake Pans	*	*	1	17	1

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	614
828	1,082	253	305	292
528	743	222	955	1,016
1,197	586	112	302	813
*	148	61	25	123
*	6	1	28	21

**Library Services Usage**

October	2017	2018	2019	2020	2021
Lego Table	146	52	165	0	0
Test Proctoring	1	2	7	1	2
Charging Station	5	6	6	7	6
Notary Services	*	*	5	8	12
Library Visits	*	4,627	4,735	3,283	3,522
Website Usage	*	1,054	1,630	1,452	2,996
Reference Questions	7	3	11	8	7

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	101
86	90	19	47	34
*	*	16	88	119
*	52,565	55,728	30,007	32,304
*	2,517	16,935	17,977	23,846
115	59	77	60	56

**Library Volunteers**

October	2018	2019	2020	2021
Library Volunteers	14	16	6	11
Volunteer Hours	115	149	91.5	145

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	15
809	1,286	1,204	550

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

#### Computer Users

October	2017	2018	2019	2020	2021
Wireless	1005	780	633	416	512
Adult Users	365	412	385	256	237
Kids Users	199	148	171	11	93

#### Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,149
4,413	4,642	1,103	2,138	1,918
2,209	2,088	556	427	767

#### Universal Class Counts

October	
Sign ups	3
Courses started	3
Lessons viewed	323
Class Submissions	142

#### Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	12
39	52	16	53	35
273	661	194	1,771	700
258	445	105	800	338

#### Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	3	1
total Sign-ups	29	60	81	92

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	20
500 Mark	2	2	0	2
Completion	0	1	2	4

#### Face-to-face Kids Programs

October	2017	2018	2019	2020	2021
Programs	17	17	13	3	11
Attendees	359	404	334	127	244
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	73
Attendees	4,268	4,260	4,201	1,185	1,820

#### Virtual Kids Programs

October	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	24	19
Views	4,182	230

#### Grab & Go Kits

October	2020	2021
Kits	9	0
Taken	265	0
Yearly	2020	2021
Kits	38	37
Taken	1094	1401

We did not put out as any grab & go kits as we are now having regular face-to-face movie and craft days. However, we will put out grab and go kits during our winter reading challenge for people to use while off/traveling for the holidays.

#### Face-to-face Teen Programs

October	2017	2018	2019	2020	2021
Programs	7	6	7	0	0
Attendees	59	22	33	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

#### Tween Face-to-Face Programs

October	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

#### Combined Face-to-Face

October	2020	2021
Programs	4	8
Attendees	29	44
Yearly	2020	2021
Programs	11	31
Attendees	77	285

#### Virtual Teen & Tweens

October	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

#### Grab & Go

October	2020	2021
Kits	0	0
Taken	0	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we have not been putting out grab & go kits. We will put out grab & go kits during our winter reading challenge for people to use while off/traveling for the holidays.

#### Face-to-face Adult Programs

October	2017	2018	2019	2020	2021
Programs	13	12	8	2	9
Attendees	35	51	47	17	23
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	48

#### Virtual

October	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	1

#### Device Advice

Sessions	2019	2020	2021
October	*	0	5
Yearly	125	51	56
Grab & Go			
October	*	*	12

<b>Attendees</b>	689	1,009	1,343	214	293
<b>Views</b>	4,972	20			
<b>Yearly</b>	*	*			12

We had a special brush pen lettering class for Adults as well as a special guest speaker in October. The library also put out one grab & Go kits for adults, of which 12 were picked up.

#### Interlibrary Loan Services

October	2017	2018	2019	2020	2021
<b>Borrowed</b>	50	48	74	65	55
<b>Loaned</b>	31	17	35	23	20

#### Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	581
305	410	410	151	183

October	R.E.A.D.S	Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Adults</b>	1,818	<b>Adults</b>	15,773	21,138	23,138	19,466	7,303
<b>Juvenile</b>	204	<b>Juvenile</b>	725	1,430	1,189	1,032	830

The READS statistics come from the state.

### November 2021 White House Library Monthly Report Submitted by Elizabeth Kozlowski

#### Summary of Activities

The library staff had a group photo taken to put in the city's time capsule as part of their 50<sup>th</sup> anniversary celebration. The library also purchased a book about the pandemic to put in the time capsule as well.

The library director and library supervisor attended the third session of the municipal management academy. This session talked about fostering a service culture. We talked about customer service, how our customer service differs from the private sector. It was good to think about different customer service models.

The Library Director and Library Supervisor had a meeting with the AARP tax preparers. Due to expanded programs, limited staff time, and parking issues, the library will not be hosting the tax preparers at the library. They will be allowed to hold their appointments at Fire Hall 2. The library is working on finding them volunteers to help be a moderator and scheduler.

The library received a bomb threat on Monday, November 22. The building was evacuated. Due to caller ID on the library phones, the police were able to identify the middle school students who called in the threat. The library director banned the individual who had a library card for the next 6 months.

Half of the pavers that the friends of the library sold were engraved and installed by the book drop entrance. The other half of the order is being engraved and should be installed before Christmas.

The library director, other staff, and volunteers decorated the library for the Christmas event. The director also mailed out invitations for the Christmas celebration that is in conjunction with the city's final 50<sup>th</sup> anniversary celebration.

The library got a trial run of the receipt printer software installed. It worked fine with our printers. So we will go ahead and install the paid version of this software on our checkout computers. This software will allow us to put ads on the receipts about different programs we have at the library.

The library received a total of \$28,576 from the grant American Rescue Plan Act (ARPA) The library will have to spend \$3,175 as part of a match to this grant. Normally the library only receives between \$3,000 and \$6,000 for the tech grant. However, that grant was combined with the ARPA grant, which gave libraries a bigger pool to receive funds. The library did not have enough budgeted to cover the ARPA grant. As such, the city is doing a budget amendment so the library can spend all the funds the city receives.

The storybook trail panels have been printed and delivered to the library. The city maintenance man is going to work on making frames for the panels. Once those are complete, we will get them installed on the trail by White House Heritage Elementary.

The library was nominated by Senator Marsha Blackburn's office for the National Medal Award for Library and Museum Services. This award is the highest national honor that a library or museum can received. The director completed the award and obtained letters of support from the community to submit with the application. The library staff is honored to be nominated for the award.

### Department Highlights

The Highlights for the month were getting the storybook trail panels in, receiving so much from the ARPA grant, the group photo for the time capsule, and the nomination for the National Medal Award.

### November 2021 White House Public Library Performance Measures

#### Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

#### Membership

November	2017	2018	2019	2020	2021
New Members	60	73	74	53	64
Updated Members	421	194	207	214	258
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,463
% of population with membership	86	51	59	66	52

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

**Total Material Available:** 39,241

**Estimated Value of Total Materials:** \$981,025

**Total Materials Available Per Capita:** 2.71

**State Minimum Standard:** 2.00

**Last Month:** \$973,625

**Last Month:** 2.69

#### Materials Added in November

2017	2018	2019	2020	2021
242	230	311	127	326

#### Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,739

**Physical Items Checked Out in November**

2017	2018	2019	2020	2021
4,800	4,313	4,393	4,465	5,438

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	55,565

**Miscellaneous item checkouts**

November	2017	2018	2019	2020	2021
Technology Devices	66	48	65	56	68
Study Rooms	57	117	65	14	59
Games and Puzzles	48	57	77	140	125
Seeds	5	0	6	8	28
STEAM Packs	*	22	37	0	20
Cake Pans	*	*	2	1	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	682
828	1,082	253	305	351
528	743	222	955	1,141
1,197	586	112	302	841
*	148	61	25	143
*	6	1	28	21

**Library Services Usage**

November	2017	2018	2019	2020	2021
Lego Table	281	54	77	140	0
Test Proctoring	0	9	6	0	5
Charging Station	6	9	8	7	4
Notary Services	*	*	9	4	14
Library Visits	*	3,746	3,891	2,566	3,236
Website Usage	*	874	1,372	2,094	2,191
Reference Questions	7	6	5	10	5

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	106
86	90	19	47	38
*	*	16	88	133
*	52,565	55,728	30,007	35,540
*	2,517	16,935	17,977	26,037
115	59	77	60	61

**Library Volunteers**

November	2018	2019	2020	2021
Library Volunteers	20	24	6	12
Volunteer Hours	125	183	67	159

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	17
809	1,286	1,204	709

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

**Computer Users**

November	2017	2018	2019	2020	2021
Wireless	798	609	443	387	425
Adult Users	279	336	292	261	171
Kids Users	139	145	136	8	89

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,574
4,413	4,642	1,103	2,138	2,089
2,209	2,088	556	427	856

**Universal Class Counts**

November	
Sign ups	1
Courses started	1
Lessons viewed	18
Class Submissions	11

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	13
39	52	16	53	36
273	661	194	1,771	718
258	445	105	800	349

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	2
total Sign-ups	29	60	81	94

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	20
500 Mark	2	2	0	2
Completion	0	1	2	4

**Face-to-face Kids Programs**

November	2017	2018	2019	2020	2021
Programs	8	11	9	1	11

**Virtual Kids Programs**

November	2020	2021
Videos	0	0

**Grab & Go Kits**

November	2020	2021
Kits	8	5

<b>Attendees</b>	185	182	202	17	203
<b>Yearly</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	181	146	154	43	84
<b>Attendees</b>	4,268	4,260	4,201	1,185	2,023

<b>Views</b>	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Videos</b>	24	19
<b>Views</b>	4,182	230

<b>Taken</b>	225	212
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Kits</b>	38	42
<b>Taken</b>	1094	1613

We offered grab and go kits this month as part of our Yeti, Set, Read winter program. Kids not only read to win prizes, but can also pick up grab and go kits to complete while off for the holidays or while traveling.

#### Face-to-face Teen Programs

<b>November</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	4	5	3	0	0
<b>Attendees</b>	30	11	15	0	0
<b>Yearly</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	47	82	68	13	0
<b>Attendees</b>	481	432	518	81	0

#### Tween Face-to-Face Programs

<b>November</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	0	0
<b>Attendees</b>	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	5	0
<b>Attendees</b>	18	0

#### Combined Face-to-Face

<b>November</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	0	7
<b>Attendees</b>	0	60
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	11	38
<b>Attendees</b>	77	345

#### Virtual Teen & Tweens

<b>November</b>	<b>2020</b>	<b>2021</b>
<b>Videos</b>	2	0
<b>Views</b>	10	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Videos</b>	12	6
<b>Views</b>	1,591	95

#### Grab & Go

<b>November</b>	<b>2020</b>	<b>2021</b>
<b>Kits</b>	3	5
<b>Taken</b>	15	151
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Kits</b>	13	22
<b>Taken</b>	152	339

We put out more grab and go kits this month for part of our Yeti, Set, Read winter program. Teens/tweens were able to take these kits with them as they traveled or were off for the holiday season.

#### Face-to-face Adult Programs

<b>November</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	9	12	10	2	8
<b>Attendees</b>	29	115	27	6	23
<b>Yearly</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Programs</b>	145	175	157	42	56
<b>Attendees</b>	689	1,009	1,343	214	316

#### Virtual

<b>November</b>	<b>2020</b>	<b>2021</b>
<b>Videos</b>	0	0
<b>Views</b>	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>
<b>Videos</b>	18	1
<b>Views</b>	4,972	20

#### Device Advice

<b>Sessions</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>November</b>	*	5	20
<b>Yearly</b>	125	51	76
<b>Grab &amp; Go</b>			
<b>November</b>	*	*	0
<b>Yearly</b>	*	*	0

The library continued to hold the brush pen lettering class since it was successful. In addition, there were more device advice this month since a large number of our October appointments were cancelled due to our staff member being away.

#### Interlibrary Loan Services

<b>November</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Borrowed</b>	15	54	59	46	42
<b>Loaned</b>	20	43	36	23	32

#### Yearly Interlibrary Loan Services

<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
562	690	690	534	623
305	410	410	151	215

<b>November</b>	<b>R.E.A.D.S</b>
<b>Adults</b>	1673
<b>Juvenile</b>	165

<b>Yearly Totals</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>Adults</b>	15,773	21,138	23,138	19,466	8,976
<b>Juvenile</b>	725	1,430	1,189	1,032	995

The READS statistics come from the state.

**December 2021 White House Library Monthly Report**  
**Submitted by Elizabeth Kozlowski**

**Summary of Activities**

The city had its special 50<sup>th</sup> anniversary Christmas event on December 4. The library had a float in the parade and was also a big part of the event that followed. We had pictures with Santa, the dulcimer players, kids' crafts and ukulele players inside. Refreshments were served on the library patio. During this event, the library director put in a book about the pandemic and a library card for the city's time capsule. The Friends of the Library also presented a check in the amount of \$10,000 to the city.

The library director also attended the ribbon cutting at Tractor Supply. The Governor and other representatives were present. Tractor Supply also announced that the Friends of the Library would be a recipient of a donation.

The library director and library supervisor attended the 5<sup>th</sup> Municipal Management course on December 8<sup>th</sup>. The training session was on HR and was taught by John Grubbs.

The budget committee met on December 9<sup>th</sup>. The group reviewed and then voted on the library director's proposed budget with one modification. The director will bring this proposed budget to the library board in January.

The library supervisor attended a crisis management training at the regional library on December 14. The training talked about how to respond to a crisis and reviewed crisis planning. The trainer commented that the White House Library's plan was good.

The library director attended a Genealogy training from the state on December 16. The director learned about new resources that are free for patrons to use and fun facts about some of the genealogy records archived at the state library.

The library director attended a 50<sup>th</sup> anniversary Christmas debriefing to discuss what went well and what might need to be changed if we have a similar event next year. Overall, things went well, but the library director is not going to have as many activities. The A/C units could not keep the building cool with the large volume of people that can through the building.

Lisa Majors, the circulation clerk, turned in her two week notice. She has accepted the cataloger position at the Hendersonville Public Library. Her last day was December 29.

The friends of the library had their wish tree in the library again this year. The library received a number of board game and puzzle donations from this event.

The board of Mayor and Aldermen voted to move the grant funds from the APRA grant into the library's budget. The library received \$28,576 in grant funds. That amount was more than the library budget could absorb, so that amount was moved into the budget. The library director will now begin replacing computers and other tech devices with that money.

## Department Highlights

The success with the 50<sup>th</sup> Christmas anniversary event, the tractor supply donation to the friends, the wish tree donations, and the APRA grant success.

### Guessing Jar

Adult Mints	21
Tween/teen Twizzlers	26
Kids Gummy Bears	18

### Winter Reading Numbers

Sign-ups	2021	Participated	2021
Kids	29	Kids	19
Tween/teen	20	Tween/teens	14
Total	49	Total	33

### Reading Benchmarks 2021

Kids Minutes	60	120	180	240	300	360
Kids	18	17	17	16	15	14
Tween/teen Minutes	90	180	270	360	450	540
Tween/teens	14	14	12	11	10	9

Total minutes read	2021
Kids	6,539
Tween/teens	6,786
Totals	13,325

Hours read	2021
Kids	109
Teens	113
Totals	222

## White House Public Library December 2021 Performance Measures

### Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

### Membership

December	2017	2018	2019	2020	2021
New Members	44	62	41	38	56
Updated Members	320	219	211	528	293
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,539
% of population with membership	86	51	59	66	52

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.



**Total Material Available:** 39,572

**Estimated Value of Total Materials:** \$989,300

**Total Materials Available Per Capita:** 2.74

**State Minimum Standard:** 2.00

**Last Month:** \$981,025

**Last Month:** 2.71

**Materials Added in December**

2017	2018	2019	2020	2021
154	119	247	120	296

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	3,035

**Physical Items Checked Out in December**

2017	2018	2019	2020	2021
3,512	3,512	4,464	4,133	4,418

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	59,983

**Miscellaneous item checkouts**

December	2017	2018	2019	2020	2021
Technology Devices	59	47	26	52	43
Study Rooms	69	82	81	16	44
Games and Puzzles	120	83	103	0	122
Seeds	1	0	1	4	37
STEAM Packs	*	15	25	0	17
Cake Pans	*	*	2	8	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	725
828	1,082	253	305	395
528	743	222	955	1,263
1,197	586	112	302	878
*	148	61	25	160
*	6	1	28	21

**Library Services Usage**

December	2017	2018	2019	2020	2021
Lego Table	120	83	103	0	0
Test Proctoring	4	3	8	0	2
Charging Station	10	6	27	6	7
Notary Services	*	*	2	8	11
Library Visits	*	3,911	4,252	2,395	3,373
Website Usage	*	836	1,358	1,920	1,870
Reference Questions	7	2	6	10	12

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	108
86	90	19	47	45
*	*	16	88	144
*	52,565	55,728	30,007	38,913
*	2,517	16,935	17,977	27,907
115	59	77	60	73

**Library Volunteers**

December	2018	2019	2020	2021
Library Volunteers	17	19	7	10
Volunteer Hours	98	146	99.5	91

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	17
809	1,286	1,204	800

We have not getting many volunteers, as some organizations are not requiring volunteer work at this time due to COVID.

**Computer Users**

December	2017	2018	2019	2020	2021
Wireless	705	511	423	441	304
Adult Users	225	328	270	232	146
Kids Users	88	118	114	0	107

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,878
4,413	4,642	1,103	2,138	2,235
2,209	2,088	556	427	963

**Universal Class Counts**

December	
Sign ups	0
Courses started	3
Lessons viewed	290
Class Submissions	166

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	13
39	52	16	53	39
273	661	194	1,771	1,008
258	445	105	800	515

**Programs**

1,000 books	2018	2019	2020	2021
-------------	------	------	------	------

Achievements	2018	2019	2020	2021
--------------	------	------	------	------

<b>Monthly Sign-ups</b>	7	2	2	1
<b>total Sign-ups</b>	29	60	81	95

100 Mark	2	0	0	22
500 Mark	2	2	0	2
Completion	0	1	2	4

### Face-to-face Kids Programs

December	2017	2018	2019	2020	2021
<b>Programs</b>	8	12	9	0	7
<b>Attendees</b>	121	177	445	17	114
Yearly	2017	2018	2019	2020	2021
<b>Programs</b>	181	146	154	43	91
<b>Attendees</b>	4,268	4,260	4,201	1,185	2,137

### Virtual Kids Programs

December	2020	2021
<b>Videos</b>	2	0
<b>Views</b>	35	0
Yearly	2020	2021
<b>Videos</b>	24	19
<b>Views</b>	4,182	230

### Grab & Go Kits

December	2020	2021
<b>Kits</b>	6	2
<b>Taken</b>	245	86
Yearly	2020	2021
<b>Kits</b>	38	44
<b>Taken</b>	1094	1699

We offered grab and go kits this month as part of our Yeti, Set, Read winter program. Kids not only read to win prizes, but can also pick up grab and go kits to complete while off for the holidays or while traveling.

### Face-to-face Teen Programs

December	2017	2018	2019	2020	2021
<b>Programs</b>	2	2	3	0	0
<b>Attendees</b>	16	2	115	0	0
Yearly	2017	2018	2019	2020	2021
<b>Programs</b>	47	82	68	13	0
<b>Attendees</b>	481	432	518	81	0

### Tween Face-to-Face Programs

December	2020	2021
<b>Programs</b>	0	0
<b>Attendees</b>	0	0
Yearly	2020	2021
<b>Programs</b>	5	0
<b>Attendees</b>	18	0

### Combined Face-to-Face

December	2020	2021
<b>Programs</b>	0	5
<b>Attendees</b>	0	25
Yearly	2020	2021
<b>Programs</b>	11	43
<b>Attendees</b>	77	370

### Virtual Teen & Tweens

December	2020	2021
<b>Videos</b>	2	0
<b>Views</b>	40	0
Yearly	2020	2021
<b>Videos</b>	12	6
<b>Views</b>	1,591	95

### Grab & Go

December	2020	2021
<b>Kits</b>	3	2
<b>Taken</b>	45	70
Yearly	2020	2021
<b>Kits</b>	13	24
<b>Taken</b>	152	409

We put out more grab and go kits this month for part of our Yeti, Set, Read winter program. Teens/tweens were able to take these kits with them as they traveled or were off for the holiday season.

### Face-to-face Adult Programs

December	2017	2018	2019	2020	2021
<b>Programs</b>	9	9	11	1	7
<b>Attendees</b>	41	284	532	17	35
Yearly	2017	2018	2019	2020	2021
<b>Programs</b>	145	175	157	42	63
<b>Attendees</b>	689	1,009	1,343	214	351

### Virtual

December	2020	2021
<b>Videos</b>	0	0
<b>Views</b>	0	0
Yearly	2020	2021
<b>Videos</b>	18	1
<b>Views</b>	4,972	20

### Device Advice

Sessions	2019	2020	2021
<b>December</b>	*	*	5
<b>Yearly</b>	125	51	81
Grab & Go			
<b>December</b>	*	*	0
<b>Yearly</b>	*	*	0

### Interlibrary Loan Services

December	2017	2018	2019	2020	2021
<b>Borrowed</b>	27	47	66	28	50
<b>Loaned</b>	23	35	15	10	11

### Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	673
305	410	410	151	226

December	R.E.A.D.S
<b>Adults</b>	1713
<b>Juvenile</b>	104

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Adults</b>	15,773	21,138	23,138	19,466	10,689
<b>Juvenile</b>	725	1,430	1,189	1,032	1,099

The READS statistics come from the state.



City of White House, TN

# Monthly Draft Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 12/31/2021

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 110 - General Fund</b>							
<b>Expense</b>							
<b>Function: 44800 - Library</b>							
<a href="#">110-44800-110</a>	Libraries - Salaries	240,688.00	240,688.00	18,509.61	120,158.92	120,158.92	120,529.08
<a href="#">110-44800-112</a>	Libraries - Overtime	1,231.00	1,231.00	0.00	143.52	143.52	1,087.48
<a href="#">110-44800-114</a>	Libraries - Part Time Wages	30,000.00	30,000.00	2,234.71	16,504.41	16,504.41	13,495.59
<a href="#">110-44800-117</a>	Libraries - Annual Longevity Pay	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00
<a href="#">110-44800-130</a>	Libraries - Employee Benefits	21,967.00	21,967.00	1,895.10	10,957.18	10,957.18	11,009.82
<a href="#">110-44800-142</a>	Libraries - Hospital & Health Insurance	64,812.00	64,812.00	4,917.25	24,746.11	24,746.11	40,065.89
<a href="#">110-44800-143</a>	Libraries - Retirement	13,451.00	13,451.00	1,029.14	6,688.85	6,688.85	6,762.15
<a href="#">110-44800-144</a>	Libraries - Dental Insurance	862.00	862.00	71.82	359.10	359.10	502.90
<a href="#">110-44800-145</a>	Libraries - Vision Benefit	1,200.00	1,200.00	200.00	400.00	400.00	800.00
<a href="#">110-44800-147</a>	Libraries - Unemployment Insurance	280.00	280.00	1.50	31.00	31.00	249.00
<a href="#">110-44800-148</a>	Libraries - Employee Ed. & Training	6,950.00	6,950.00	0.00	3,465.96	3,465.96	3,484.04
<a href="#">110-44800-200</a>	Libraries - Contractual Services	26,714.00	26,714.00	74.83	10,434.98	11,398.41	15,315.59
<a href="#">110-44800-211</a>	Libraries - Postage, Box Rent, Etc.	275.00	275.00	3.18	128.29	128.29	146.71
<a href="#">110-44800-235</a>	Libraries - Memberships/Subscriptions/...	12,384.00	12,384.00	0.00	7,736.83	9,136.83	3,247.17
<a href="#">110-44800-237</a>	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	126.00	252.00	618.00
<a href="#">110-44800-241</a>	Libraries - Electric	36,159.00	36,159.00	3,272.89	18,950.26	18,950.26	17,208.74
<a href="#">110-44800-242</a>	Libraries - Water	1,354.00	1,354.00	148.58	775.61	775.61	578.39
<a href="#">110-44800-243</a>	Libraries - Sewer	1,051.00	1,051.00	87.80	483.20	483.20	567.80
<a href="#">110-44800-245</a>	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	604.52	950.34	950.34	5,889.66
<a href="#">110-44800-249</a>	Libraries - Stormwater Fee	648.00	648.00	53.94	323.64	323.64	324.36
<a href="#">110-44800-260</a>	Libraries - R & M Facilities	8,040.00	8,040.00	2,971.88	6,881.58	8,112.82	-72.82
<a href="#">110-44800-280</a>	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
<a href="#">110-44800-287</a>	Libraries - Meals And Entertainment	900.00	900.00	13.99	87.16	350.00	550.00
<a href="#">110-44800-312</a>	Libraries - Small Items Of Equipment	10,300.00	38,876.00	0.00	3,516.80	3,615.98	35,260.02
<a href="#">110-44800-320</a>	Libraries - Operating Supplies	12,025.00	12,025.00	615.83	5,670.42	6,181.03	5,843.97
<a href="#">110-44800-330</a>	Libraries - Inventory Supplies	14,000.00	14,000.00	-7.50	6,463.92	6,999.44	7,000.56
<a href="#">110-44800-331</a>	Libraries - Oil, Fuel, Etc.	520.00	520.00	10.09	41.57	41.57	478.43
<b>Function: 44800 - Library Total:</b>		<b>517,421.00</b>	<b>545,997.00</b>	<b>40,209.16</b>	<b>249,525.65</b>	<b>254,654.47</b>	<b>291,342.53</b>
<b>Expense Total:</b>		<b>517,421.00</b>	<b>545,997.00</b>	<b>40,209.16</b>	<b>249,525.65</b>	<b>254,654.47</b>	<b>291,342.53</b>
<b>Fund: 110 - General Fund Total:</b>		<b>517,421.00</b>	<b>545,997.00</b>	<b>40,209.16</b>	<b>249,525.65</b>	<b>254,654.47</b>	<b>291,342.53</b>
<b>Report Surplus (Deficit):</b>		<b>-517,421.00</b>	<b>-545,997.00</b>	<b>-40,209.16</b>	<b>-249,525.65</b>	<b>-254,654.47</b>	<b>-291,342.53</b>

## Budget proposal 2022-2023

### Main Library Budget

Line	Description	2020 Budgeted	2020 spent	2021 Budgeted	% spent so far	2022 Proposed
44800 - 114	Part Time Wages	30,000	29,937	30,000		38,000
44800 - 200	Contractual Services	15,760	14,232	26,714		28,000
44800 - 235	Subscriptions and Dues	12,300	11,119	12,384		16,400
44800 - 260	R & M of Facilities	8,040	9,642	8,040		14,200
Total Increase						\$16,000
44800 - 900		30,000	30,456	0		\$13,462

- Contractual services: increase to help cover the cost of the con and Summer Reading Performers
- Increase subscriptions and dues because TLC will increase next year from
- Add a survey monkey yearly subscription for \$900
- Increase Repair and Maintenance of Facilities to cover added title cleaning and carpet cleaning cost

### CIP

- Self-check station in kids station: \$8,774
- Library Improvement Project
  - Outdoor Improvements: \$7,000
  - New shelving in the storage areas: \$1,000-\$9,000

Marketing Committee Agenda  
January 13, 2022

- 2021 set up
  - 10 to 3pm
  - Held mostly outside, only the escape rooms were inside
- What went well
  - Pony Rides, petting zoo, sun telescope, kids craft table, Larping, (things that didn't have a time slot)
- What didn't go as well that need to be changed
  - We need a tween age group in the costume contest
  - The costume contest judging needs to be closer to all the other events
  - The maze needs different rope (we used caution tape and so people didn't know it was a maze at first)
  - We needed more shade for the presenters & balloon twister
  - We need one time for the Lego Contest
  - Teen games and crafts
  - Caricature artists
  - The teen escape room needs to be easier
  - Need a better way to count people
- Ideas for 2022
  - Keep kids craft table with multiple options vs scheduled craft times
  - Invite back the Astronomy group, pony rides, petting zoo, balloon twister, Larpers
  - Have one scheduled time for the Lego Building Contest. All ages compete at the same time, but are judged separately
  - Do we have a maze? Or look into something else?
  - Do I get actual caricature artists?
  - Do we need two escape rooms?
  - What do we do about presenters?
  - Do we have video games again?
  - Do we have a teen lounge?
  - Only 2 study rooms checked out on Saturday, June 5, 2021, 1 study room checked out on Saturday, June 8, 2019 and Saturday June 9, 2018
- 2022 Theme: Ocean of Possibilities
- Panel ideas
  - Terry Maggert?
  - Ocean myths and legends?
  - Science with water?
  - Magic tricks with water?
  - Nashville zoo or Chattanooga aquarium
  - Disney animator?
  - Oceanographer?
- Con date for 2022: June 4, June 11?
- Con time: 10am to 2pm? 10am to 3pm? 10am to 4pm

### C. BORROWERS

1. Patrons 17 years of age and older must submit a library card application and provide the following to receive a library card
  - A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
  - A valid legal ID and proof of address.

By clicking submit and accepting the library card, patrons agree to accept all the library rules and policies.

2. Juveniles 16 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party. The parent, legal guardian, or legal caregiver must present a valid picture ID and proof of address. The parent/legal guardian/legal caregiver and the juvenile must both be present at the time of application. By submitting the application, the parent/legal guardian/legal caregiver agrees to accept full responsibility for any items borrowed, damaged, or lost, and any fines incurred on the juvenile card.
3. Library cards are issued free of charge to Tennessee residents. Individuals residing outside the state are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults and \$5 for juveniles.
4. Patrons who pay for an annual friends of the library membership will be given special check out privileges. These privileges include 3 weeks checkout and 3 weeks renewal on all items excluding hot spots. These privileges must be renewed every year.
5. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stud. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stud to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
6. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.
7. Patrons must come into the library to update their library privileges.
8. Borrower identification may be requested at the discretion of the library staff.
9. All cards unused for 3 years will be discarded.

### E. CIRCULATION

1. Patrons may only check out four items, excluding technology devices, on their first visit. Hot spots are the only tech device that may be checked out on first visit. After those items are returned, they may check out 25 items on a card with a limit of 5 DVDs, 5 audio books, 5 music CDs, 5 magazines, 5 puzzles, 5 board games, 5 video games, 5 cake pan and 5 plush sets. Patrons

must have their card for 30 days before being eligible to check out non-hot spot/STEAM pack technology devices. Patrons may check out one of each type of technology device per card. Technology devices may not be checked out on a child's card.

2. Technology devices include but are not limited to: hot spots, kindles, tablets, launchpads, playaway views, Chromebooks, steam packs, etc. A patron must present a valid driver's license to checkout a technology device that's value is over \$100 and sign a technology circulation form. The form and a copy of the patron's driver's license will be kept on file until the device is returned. Then the copy of the driver's license will be shredded. All technology devices must be turned in at the front desk to a library staff. Technology devices can only be checked out on an adult card. Patrons must have their card 30 days to check out a technology device and have an account balance of \$0.
3. Materials are checked out only to persons with valid library cards and whose fees do not exceed \$10.00. Patrons must have an account balance of \$0 to check out technology devices.
4. All patrons must present their valid White House Public Library card in order to check out materials. Patrons may present a positive ID, such as a valid driver's license with picture up to five times, at which time they must pay for a replacement card to check out material.
5. Individuals may not use another patron's card to check out items, due to privacy issues and verification of residency. Individuals may only use another person's card if 1) they are the legal guardian of a child and the child is either present or the guardian's card has less than \$10 fines on his/her account, or 2) the patron has signed a circulation release form allowing another patron access to his/her card. Patrons may not use another person's card to check out a technology device.

#### **H. FINES AND SERVICES COST**

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board game, DVDs, video games, cake pans	\$0.10
Overdue Tech devices and STEAM packs	\$1.00
Overdue Hot Spots	\$3.00
Book Drop Charge for Tech Devices and Bagged items	\$1.00
Computer Print outs	\$0.20 Black and White, \$0.50 for color
Faxes	\$1.00
Replacement Card	\$1.00
Out of State fee, adult	\$10.00
Out of State fee, child	\$5.00

Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

## I. USE OF THE BUILDING

1. Special use of the library must be made in advance with the librarian. This includes class visits, special functions, story hour, large tutoring groups, etc.
2. Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damaged area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library and the library director and library board will decide whether to pursue additional charges.
3. Use of the facility shall be kept in compliance with current city rules and regulations.
4. Study rooms will check out for a two hour period and may be renewed if no one is waiting. Study rooms 1 & 2 may be reserved one month in advance on a first come first serve bases. 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 longer. The library director has the right to restrict a patrons right to reserve a study room after 2 no shows without prior cancellation.
5. Groups may reserve the Story Time Room only during the following times: Monday, Tuesday, and Thursday 6:00pm to 7:45pm; Wednesday 1pm to 4:45pm; Saturday 9am to 3:45pm. If the library is having a special event or a program that runs over, the group will not be given the space. This space will only be reserved for programs that are educational, meet a community need, and that are suitable for the space. Birthday parties, family gatherings, or activities that are not suitable for the space and could cause damage e.g. cooking classes, exercise classes, etc. will not be allowed. If a group can fit in the study rooms, they will be required to reserve one of those spaces before being given the story time room. A single individual will not be allowed to reserve this space. This room may be reserved one month in advance for up to 4 hours.
6. Use of the study/story time room(s) shall be in keeping with the following:
  - a. The electronic calendar is to be maintained on Google Calendars.
  - b. The person or persons in charge of the group having the meeting are responsible for the room and for the conduct of the meeting.
    1. The meeting must be orderly.



2. The meeting cannot interfere with the normal library activities.
3. The group must set up the meeting room before their meeting, and must return the room to its prior condition following the meeting.
5. No food or drinks are allowed in the study/story time room.
6. The library director has the right to charge the individual's who checked out the study room/story time room the cost of any damages/vandalism that occurs while checked out to that individual.
- c. A copy of library rules for use of the meeting room shall be posted in each ~~study~~ room.
- d. Those without a library card wishing to use a the study room/story time room will have to complete a ~~study~~ room checkout form.

### **Story Time Room Rules**

1. The person or persons in charge of the group having the meeting are responsible for the room and for the conduct of the meeting.
2. The meeting must be orderly and cannot interfere with normal library activities/rules.
3. The group must set up the meeting room before their meeting, and must return the room to its prior condition following the meeting.
4. No food or drinks are allowed in the story time room.
5. The library director has the right to charge the individual's who checked out the story time room the cost of any damages/vandalism that occurs while checked out to that individual.
6. The Story Time Room can be reserved Monday, Tuesday, and Thursday 6:00pm to 7:45pm; Wednesday 1pm to 4:45pm; Saturday 9am to 3:45pm.
7. Individuals may be reserved this room one month in advance for up to 4 hours.
8. If the library is having a special event or a program that runs over, the group will not be given the space.
9. This space will only be reserved for programs that are educational, meet a community need, and that are suitable for the space. Birthday parties, family gatherings, or activities that are not suitable for the space and could cause damage e.g. cooking classes, exercise classes, etc. will not be allowed.
10. If a group can fit in the study rooms, they will be required to reserve one of those spaces before being given the story time room. A single individual will not be allowed to reserve this space.

Staff will inspect the story time room after use for any damages.

I agree that I have read the rules and will abide by them.

---

Patron Signature

Date

---

Print Name

Phone Number

## **Unattended Children Policy**

In an effort to maintain a pleasant and safe library environment for children, the following policy has been adopted by the White House Library Board of Trustee's.

1. All children age eight years of age or younger shall be under the direct supervision of a parent, legal guardian or responsible adult at all times.
2. Children 9 to 16 years of age may use the library unattended, subject to the library's rules and regulations concerning behavior, conduct and demeanor. 11 may use the library unsupervised in the library as long as the parent remains on the library grounds. Children that are unsupervised are still subject to the library's rules and regulations concerning behavior, conduct, and demeanor.
3. Minors ages 12 to 16 may use the library unattended. These minors are subject to the library's rules and regulations concerning behavior, conduct and demeanor. These minors must be utilizing the facility, resources and services to be allowed to use the library unattended. The library is not a daycare facility for patrons to leave their children.
4. Parents are responsible for their children's behavior, safety and welfare while their children are in the library or on library grounds, which includes their children's access to library materials and electronic resources, regardless of whether they accompany their child or not.
5. The White House Library staff will assist parents, guardians and their children in the use of the library, but will not act in place of a parent for children in the library.

6. If the library is closing and a child is left at the library without transportation home, library staff will ask the child to call home to remind their parents to pick them up. If the child and staff are unable to contact the parents, library staff will remain no longer than 15 minutes after closing. At that time, local law authorities will be contacted and the child will be placed in their care. Under no circumstances shall a staff member drive a child home.

The White House Library staff assumes no responsibility for children left unattended on library premises.

Policy approved March 12, 2013 by the White House Library Board of Trustees

## City of White House Library Director

### *Performance Evaluation*

<b>Evaluated by:</b>	<b>Position:</b>
<b>Date of Evaluation:</b>	<b>Period of Evaluation:</b>

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 and 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 _____
------------------------------------	------------